



02-Dec-2021

Jay Fulmali
B.E. Mechanical
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Jay Fulmali,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



30 December,2021

Mr. Pranjal Gupta

Email id: pranjalgupta1230@gmail.com | Phone no: 8959132303

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Pranjal Gupta,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Framework Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **10 January,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 10 January,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



vi. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)



Agreed and Accepted
(Pranjal Gupta)

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Internship Letter Myntra | x +

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Compose

- Inbox 9,542
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- More

Meet

- New meeting
- Join a meeting

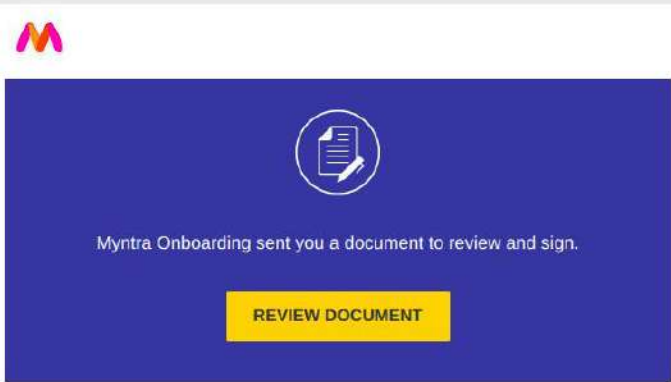
Hangouts

- Sushmita +
- HIMANSHU JOSHI You: hey
- shaurya bakhshi Hey please send me the exercia...
- yashasvi asati yashasvi wants to chat on Hangout.

Internship Letter Myntra (DOJ_3rd Jan 2022) Inbox x

Myntra Onboarding via DocuSign <dse_na2@docusign.net> to me

Mon, Jan 3, 9:11 AM



The image shows a blue rectangular notification box with a white document icon and a pencil. Below the icon, the text reads: "Myntra Onboarding sent you a document to review and sign." At the bottom of the box is a yellow button with the text "REVIEW DOCUMENT".

Myntra Onboarding
embark@myntra.com

Dear Candidate,
Congratulations! Here is your internship letter, click on the Review Document to view and digitally sign the letter. Request you to acknowledge the Appointment letter latest by 11 Am before 3rd Jan 2022.
Please write to embark@myntra.com in case of any questions.
Stay Safe! Stay Healthy!
Regards,
Myntra Onboarding Team

Gmail

Compose

Inbox 3,542

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New meeting

Join a meeting

Hangouts

Sushmita

HMMMSHIL JOSHA

shaurya bakhshi

yashaswini 2548

Congratulations Sushmita! Internship (Offer letter)

Nikhita L. nikhita.lingraju@myntra.com



Hi Sushmita,

As promised, we are sending you the offer details.

We couldn't squeeze in all the elements in the mail, which is why we request you to go through the attachments to know what's in store for you.

It was great interacting with you during the interviews, and we feel confident that you are an ideal match for our organization.

We welcome you to our large family. **Myntra** will be with you at every step of your journey!

Look forward to receiving your acceptance.

Cheers!

Our Vision
 To make the world a more stylish, colorful and happier place.

Our Mission
 Use technology to democratize fashion and lifestyle and help people look good.

Explore @myntra.com

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Regards, Nikhita Lingaraju

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- Print... Ctrl+P
- Cast...
- Find... Ctrl+F
- More tools ▶
- Edit Cut Copy Paste
- Settings
- Help ▶
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Myntra - 6 month Interns! x +

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Apps List of all setti... C++ Operator... Unlimited And... Android Inten... Amazon Interv... 9 Best Practic... Apriori - mlxte... Association ru... Reading list

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Myntra - 6 month Internship update - IET DAVV, Indore Inbox x

Nikitha L <nikitha.lingaraju@myntra.com> Mon, Dec 20, 2021, 1:32 PM ★ ↶ ⋮
to Govind, Deepthi, me

Hi Team,

We are happy to update you that we are offering a 6-month Internship to the below-mentioned Intern.

- Sushmita Joshi

Request you to please block her from the campus placements.

Note: The Offer Letter is subject to the candidates meeting the eligibility criteria specified at the time of application process, and conditional upon successful background checks & anti-corruption screening.

--
Regards,
Nikitha Lingaraju

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To,

Name : Nikhil Nihore

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

Dear Nikhil Nihore,

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 Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
 - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
 - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
 - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; 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

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To,

Name : Kajal Rathore

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

Dear Kajal Rathore,

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.

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Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

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We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
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- Maximum Annual Total earning potential - 4,40,500
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To,

Name : Naman Tavse

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

Dear Naman Tavse,

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.

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To,

Name : Ritaj Dubey

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

Dear Ritaj Dubey,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; 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”



Placements_2022@IET...

F,F,F,F,F,F,F,F,F,F,F,F,F,F,F,F,F...



7:07 pm

11 December 2021

Saif Ur Rehman

LINDE Final Select

Harshita Singh Thakur

1:20 pm

Date: October 14, 2021

Ref: LTI/HR/EN3/Campus/2022

Name: RAVI VERMA

College: IET DAVV

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear RAVI VERMA,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to a successful background check

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs.30000** as per the details mentioned in '**Annexure-1**'.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You are required to register yourself as an 'apprentice' on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable. You shall be required to accept the offer on the portal site as well.
4. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'. Your appointment is in accordance with the Apprentices Act, 1961.
5. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. You may also need to submit other such documents as Company deems fit from time to time. In order to facilitate the joining process, we require documents in original from your end, which are mentioned in '**Annexure-3**'.
6. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.Intinfotech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the CampBuzz portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. All Annexures appended herewith shall form an integral part of this letter.
8. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.

9. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
10. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
11. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-4**'.
12. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings will be used to allocate you on various projects and the results would also impact your date of joining.

If you do not get the minimum score required, you will be asked to reappear for the training assessments prior to your date of joining.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Director - Campus
Recruitment, Learning
& OD

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Name : RAVI VERMA	Date : October 14, 2021
Grade : GA2	
COMPONENTS	Rs. (P. M.)
Stipend	30000

Medical Insurance Premium

The Group Medclaim Policy of Company covers trainee, employee and Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.
Trainees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

ANNEXURE-2

Eligibility Criteria for Engineering - Year 2022 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2022)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA NOTE: <ul style="list-style-type: none"> • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA <ul style="list-style-type: none"> • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate(of all courses) must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> • No active/live backlogs allowed at the time of the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) <ul style="list-style-type: none"> • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full Time courses Only
Year of Passing:	2022 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that this recruitment process is completely free of cost.
3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
4. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
5. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement
6. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my current interview process.

Candidate Signature: _____

Name: _____

Institute Name: _____

Mobile No: _____

ANNEXURE-3

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-4		
Name : RAVI VERMA		Date : October 14, 2021
Salary Grade : GE2		
Components	Rs. p.a.	Rs. p.m.
Basic		15000
Bouquet of Benefits		23800
A. Base Salary (PA)	465600	38800
Annual Incentive	0	
B. Total Variable (PA)	0	
C. Total Target Cash (A+B)	465600	
Provident Fund (PF)	21600	1800
Gratuity	8658	722
Mediclaime Premium	6773	
D. Retirals & Other Benefits	37031	
Cost to Company (CTC) C+D	502631	

Medical Insurance Premium:

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal. The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

Date: October 14, 2021

Ref: LTI/HR/EN3/Campus/2022

Name: Palak Parihar

College: IET DAVV

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Palak Parihar,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to a successful background check

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs.30000** as per the details mentioned in '**Annexure-1**'.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You are required to register yourself as an 'apprentice' on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable. You shall be required to accept the offer on the portal site as well.
4. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'. Your appointment is in accordance with the Apprentices Act, 1961.
5. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. You may also need to submit other such documents as Company deems fit from time to time. In order to facilitate the joining process, we require documents in original from your end, which are mentioned in '**Annexure-3**'.
6. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.Intinfotech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the CampBuzz portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. All Annexures appended herewith shall form an integral part of this letter.
8. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.

9. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
10. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
11. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-4**'.
12. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings will be used to allocate you on various projects and the results would also impact your date of joining.

If you do not get the minimum score required, you will be asked to reappear for the training assessments prior to your date of joining.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Director - Campus
Recruitment, Learning
& OD

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Name : Palak Parihar	Date : October 14, 2021
Grade : GA2	
COMPONENTS	Rs. (P. M.)
Stipend	30000

Medical Insurance Premium

The Group Medclaim Policy of Company covers trainee, employee and Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.
Trainees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

ANNEXURE-2

Eligibility Criteria for Engineering - Year 2022 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2022)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA NOTE: <ul style="list-style-type: none"> • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA <ul style="list-style-type: none"> • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate(of all courses) must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> • No active/live backlogs allowed at the time of the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) <ul style="list-style-type: none"> • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full Time courses Only
Year of Passing:	2022 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that this recruitment process is completely free of cost.
3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
4. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
5. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement
6. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my current interview process.

Candidate Signature: _____

Name: _____

Institute Name: _____

Mobile No: _____

ANNEXURE-3

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-4		
Name : Palak Parihar		Date : October 14, 2021
Salary Grade : GE2		
Components	Rs. p.a.	Rs. p.m.
Basic		15000
Bouquet of Benefits		23800
A. Base Salary (PA)	465600	38800
Annual Incentive	0	
B. Total Variable (PA)	0	
C. Total Target Cash (A+B)	465600	
Provident Fund (PF)	21600	1800
Gratuity	8658	722
Mediclaime Premium	6773	
D. Retirals & Other Benefits	37031	
Cost to Company (CTC) C+D	502631	

Medical Insurance Premium:

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal. The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



17-Nov-2021

Ankit Yadav
B.Tech Electronics and Instrumentation Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Ankit Yadav,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



02-Dec-2021

Ritik Koli
B.E. Information Technology
Institute of Engineering and Technology, Indore

Dear Ritik Koli,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



- +91-98269-22447
- info@questglt.com
- 202 Atulya IT Park, IT Park Square, Bhawarkua Main Rd, Indore, (MP) 452014

Offer Letter

21st December 2021

Subject: Internship Offer Letter

Dear Aatish Satdeve,

With reference to your application we are pleased to shortlist you for the position of "**Software Developer Intern**" with **Quest Global Technologies LTD.**

Due to COVID-19, the internship would be in "virtual" mode or "work from home".

Total duration of the internship would be 6 months.

The offer stands cancelled after the date mentioned in the letter above. Please confirm to us a revert on the email as a token of your acceptance.

Your date of joining would be **January 3, 2022**. Your stipend will be 10k per month + Performance bonus (Based on your performance)

With best wishes and looking Forward to a mutually fruitful association.

Welcome To Quest Family!

Anshita Airan

Anshita Airan
Human Resource Department
Quest Global Technologies LTD

WWW.QUESTGLT.COM

USA | CANADA | AUSTRALIA | INDIA

PRIVATE & CONFIDENTIAL

7 December, 2021

Ms. Aashi Gangrade
Institute Of Engineering & Technology
Devi Ahilya Vishwavidyalaya,
Khandwa Road Indore (M.P.) -452017

Dear Aashi,

We are pleased to offer you an internship with Credit Suisse Services AG, Pune Branch (the "Company") on the terms and conditions set out below in this internship agreement.

In the course of your internship with the Company, you will be required to perform services for the Company and, subject to applicable laws and regulations, other entities comprising the Credit Suisse Group. In this internship agreement, "Credit Suisse Group" and "CS" mean Credit Suisse Group AG and/or its affiliates.

Location:

Your principal place of work will be in the Company's offices in Pune, India. Although you may be required to travel outside of Pune from time to time to carry out your duties, you must not work on a regular basis from any other location outside of Pune without the written approval of the Company.

Amendments due to COVID-19:

Due to the COVID-19 situation, the Company reserves the right to amend this internship agreement as required, or as it deems necessary. For example, you may be required to undertake all, or part of, your internship on a virtual basis, in which case, your principle place of work will be from your home or other approved location ("Home Work Site"). If you are required to undertake your internship on a virtual basis, this internship agreement is conditional upon you having the right to work from the Home Work Site.

Position:

Intern, Technology

Commencement Date:

Your internship will commence on a date following the satisfactory completion of the background and other checks referred to herein which is to be agreed between you and the Company (the "Commencement Date") but in any event no later than 17 January, 2022. Your Commencement Date is also subject to work pass approval, where applicable.

Duration:

The duration of your internship will commence on the Commencement Date and unless terminated sooner in accordance with the 'Termination' section herein, will expire on 13 May, 2022. Your internship may be extended by mutual agreement between you and the Company in writing.

Stipend:

Your stipend will be INR 900,000 per annum, payable monthly. Your Stipend will be payable in equal instalments monthly in arrears and will be subject to all applicable statutory withholdings.

Overtime:

You will not be eligible for overtime payments in line with prevailing Company policy.

Annual Leave:

You will be entitled to 21 days' annual leave for each completed year of service, pro-rated for periods of service less than a full year. In addition, you will be entitled to all public holidays approved for the Company. Your annual leave entitlement for the first and last calendar year of your internship will be pro-rated according to your Commencement Date and termination date respectively. Annual Leave entitlement which is not used in the year it is accrued may only be carried forward into the following calendar year strictly in accordance with the Company's prevailing policy. Unused annual leave may be forfeited by the Company at any time to the extent permitted by applicable law. All annual leave days taken will be deducted first from your statutory entitlement accumulation. You will not be entitled to be paid out for any accrued but untaken annual leave upon the expiry of your internship. Further conditions relating to annual leave are set out in the Employee Handbook - India. The terms of this section will prevail in the event of any inconsistency with the Employee Handbook. You must comply with the Company's Required Leave Policy.

Other Benefits:

You will not be entitled to any additional benefits.

Working Hours:

You will be required to work a minimum of 40 hours per week exclusive of meal breaks. The timing of these hours will be determined by the Company in its sole discretion and may include hours that are not within the official business hours of the Company (as defined in the Employee Handbook).

Taxation:

If applicable, the Company will withhold and make due payment of income taxes levied on your internship income and accordingly, if applicable the Company will deduct the appropriate amounts from your gross income.

However, you will remain personally responsible for the preparation, filing and payment of all your income and other taxes worldwide to the relevant tax authorities in connection with the payments and other benefits received by you under this internship agreement.

Termination:

Either you may or we may terminate your internship with the Company for any reason by giving seven day's notice in writing to the other party if such notice is given within the first month following the Commencement Date; and at any time thereafter by giving fifteen day's notice in writing to the other party. The Company, however, shall have the right to shorten any notice period it is required to give you by a payment equal to the amount of the stipend you would have otherwise been paid for the unexpired notice period.

Notwithstanding the foregoing, if the Company terminates your internship for Cause, no notice will be required. With regard to references in this letter to termination for Cause, 'Cause' shall mean: (i) wilful misconduct or gross negligence in the performance of your duties; wilful and continued failure or refusal to perform any duties reasonably requested in the course of your internship with the Company (other than a failure resulting from your disability, as defined in the Company's long-term disability plans applicable to you); or (ii) fraudulent, dishonest or other improper conduct engaged in by you that causes, or in the sole discretion of the Company has the potential to cause, harm to the Company, its parents, its affiliates, its subsidiaries, its business units, its divisions or its or their business or reputation, including, without limitation, your violation of any policies of the Credit Suisse Group applicable to you, your violation of laws, rules or regulations applicable to you, criminal activity, habitual drunkenness or use of illegal drugs; or (iii) a material breach by you of this agreement including engaging in competitive activity or in the direct or indirect hiring or solicitation of employees in violation of any applicable contract, agreement, directive or policy; or in the direct or indirect solicitation of customers or clients of the Credit Suisse Group in violation of any applicable contract, agreement, directive or policy; or disclosing Confidential Information in violation of any applicable contract, agreement, directive or policy; or a failure by you to give notice of a resignation as required by any applicable contract, agreement, or policy.

During any notice period (whether you or the Company has given notice) you will, pending the termination of your internship with the Company, continue to be subject to your fiduciary duties and other obligations as an intern of the Company, you will assist the Company in the transition of your responsibilities and will be entitled to continue to receive your stipend. You may, at the Company's option, be required to remain away from the Company's premises during all or part of the notice period. In no event, however, may you perform services for any other person, firm, corporation or employer during the notice period.

Post Internship Restraints:

For the purposes of this section / paragraph:

'Client' shall mean any Person who is a customer or client of the Company or CS (or was such a client or customer at any time within the Relevant Timeframe) and is also a Person either:

- (a) with whom you have had significant personal contact or dealings in the course of your internship with the Company in the Relevant Timeframe ; and/or
- (b) with whose custom or business you were involved in the course of your internship with the Company in the Relevant Timeframe; and/or
- (c) in respect of whom you have had access to Confidential Information in the Relevant Timeframe (provided that this information remained confidential beyond the Termination Date and could be used by you to obtain business from the Person).

'Client' shall also include any Person with whom the Company or CS were in negotiations or discussions (including tender proposals) in which you were involved and/or with whom you had significant personal contact or dealings and/or in respect of whom you have had access to Confidential Information, at any time in the Relevant Timeframe regarding that Person becoming a customer or client.

'Person' means an individual person, corporation or other entity (whether or not having separate legal personality);

'Relevant Period' means 30 days;

'Restricted Person' means any Person who is employed or otherwise engaged by the Company or CS (or was so employed or engaged at any time during the Relevant Timeframe) and with whom you worked and/or had significant personal contact in the course of your internship with the Company PROVIDED THAT in the course of that Person's employment or engagement, the Person also dealt with or was responsible for customers or clients of the Company or CS, and/or had access to the Confidential Information of the Company or CS, and/or was part of the senior management team of the Company or CS and/or held the post of relationship manager, investment consultant or any similar sales-related post in the Company or CS;

'Termination Date' means the date upon which your internship with the Company ceases, irrespective of the reason for or manner of the cessation; and

'Relevant Timeframe' means the last (12) twelve months of your internship with the Company, or if you have been employed for less than 12 twelve months, that period.

Non-Solicitation:

For the Relevant Period commencing upon and following the Termination Date, you shall not whether on your own behalf or in conjunction with or on behalf of any other person, firm, company, organisation or any other entity (and whether as director, shareholder, principal, consultant, agent, partner, employee, contractor or otherwise) directly or indirectly:

- (a) solicit, induce or encourage any Restricted Person, to leave the employment of, or to cease to provide services to, the Company or CS or to accept employment with, or provide services to, any other Person (irrespective of whether such Restricted Person would commit any breach of his or her contract with the Company or CS or whether such Restricted Person has any post-termination restrictive covenants in his or her contract with the Company or CS); or
- (b) employ or engage or participate in the employment or engagement of any Restricted Person in the same or a similar field of work in which they were previously employed or engaged by the Company or CS, in competition with the Company or CS (irrespective of whether such Restricted Person would commit any breach of his or her contract with the Company or CS or whether such Restricted Person has any post-termination restrictive covenants in his or her contract with the Company or CS); or
- (c) solicit, induce or encourage any Client: (i) to cease to use the services or products of the Company or CS and/or (ii) to use the services or products of any Person who competes with the Company or CS; and/or to otherwise interfere with the relationship which the Company or CS maintains with a Client and/or to discuss with any Client the present or future availability and/or provision of services or products of any Person who competes with the Company or CS; or
- (d) accept a request from and/or enter into any business dealings with any Client to provide services or products of the same type as or similar to or competitive with any of the services or products supplied by the Company or CS.

Scope of Restraints:

You agree that the Non-Solicitation restraints above (together, the "Restraints") are reasonable and necessary in all the circumstances for the protection of the Company's or CS's confidential information, proprietary interests, client relations, and all other legitimate business interests of the Company or CS and that, having regard to those interests, the Restraints do not work unreasonably on you.

Further, you agree that:

- (a) the various provisions of the Restraints each constitute an entirely separate and independent covenant and that if any part of them is or becomes illegal, invalid or unenforceable, this will not affect the legality, validity or enforceability of the remaining provisions of the Restraints; and
- (b) if one or more of the Restraints should be held by the court to be illegal, invalid or unenforceable for any reason whatsoever but would have been held valid if part of the wordings had been deleted or the period reduced or the range of activities reduced in scope, the said Restraints shall apply with such modifications as may be necessary to make them valid and effective.

For the avoidance of doubt, the Restraints shall apply in relation to all Clients and Restricted Persons in respect of whom they are expressed to apply notwithstanding that such Clients and

Restricted Persons may have been introduced to the Company or CS by you (or any person under your control) before or during your (or that person's) internship (or employment) with the Company.

Remedies:

You acknowledge that damages may not be an adequate remedy for breach of the Restraints by you, and that the Company may also, or alternatively seek injunctive or equitable relief for your breach or potential breach of any of the Restraints.

Obligation to Co-operate:

You agree that during your internship with the Company and following the termination of your internship, you will co-operate with, and make yourself available to, the Company or any other member of the Credit Suisse Group in connection with any pending or future internal investigation, governmental or regulatory investigation or proceeding and in the prosecution or defence by the Credit Suisse Group of all claims, demands, suits, actions, proceedings and causes of action brought against or by third parties ('Proceeding') and howsoever arising, including (without limiting the generality of the foregoing), interviews with counsel to the Credit Suisse Group, making affidavits or signed statements and giving oral evidence where this evidence may be necessary or desirable in any Proceeding. The Company covenants upon reasonable request to reimburse you for all reasonable costs and expenses incurred by you in connection with you providing any such assistance after the termination of your internship with the Company.

Background and Other Checks:

By signing and returning this internship agreement, you represent and agree that:

- (a) except as disclosed in writing to the Company prior to the date hereof, you have no criminal record and there are no civil or criminal proceedings outstanding against you;
- (b) except as disclosed in writing to the Company prior to the date hereof, you have not been fined, censured or disciplined by any regulatory body in the banking or financial markets industry or by any stock exchange;
- (c) you are not currently, and have not previously been, disqualified from acting as a director;
- (d) you have not failed to disclose or misrepresented to the Company or any of its affiliates any information, which the Company in its sole and absolute discretion deems to be material for the purposes of this internship agreement; and
- (e) you are free to enter into this internship agreement and to take up an the internship with the Company on the Commencement Date and that you are not subject to any agreement, arrangement or restriction affecting your right to compete with any person or to solicit clients or employees of any person or in any way restricting you from performing the obligations referred to in this internship agreement.

In addition, by signing and returning this internship agreement, you give your irrevocable consent to the Company (or any person acting on behalf of the Company) conducting such checks and investigations as the Company in its sole and absolute discretion deems necessary in order (i) to verify the matters covered by the representations set out above; and (ii) to determine your suitability for an internship with the Company. You undertake to take such actions as may be necessary or desirable in the reasonable opinion of the Company to assist all such checks and investigations.

You shall, upon a request by the Company, provide references from previous employers and, in certain cases, regulatory authorities, as well as any additional information, which may be required in order for the Company to verify the matters covered by the representations set out above. This internship agreement is conditional upon the Company receiving, and being satisfied with, such references and additional information including relevant visas and regulatory licences.

The Company has the right to terminate this internship agreement without notice and/or your internship for Cause without notice if it subsequently discovers or determines in its sole discretion that (1) any of the above representations (a) to (e) were untrue as at the date on which you counter-sign this internship agreement or (2) the results of its background checks and investigations referred to above are not satisfactory.

Your commencement of your internship with the Company is strictly conditional upon and cannot take place until the Company has completed, and is satisfied in all respects with the results of, its background checks and investigations pursuant to this section.

Confidentiality:

The terms of this internship agreement and your stipend should not be disclosed to any entity, organization or person or discussed with any employee or intern of the Company or CS except your immediate manager and the Human Resources department.

During the course of your internship with the Company, you will acquire information in oral, written and/or electronic form, whether recorded or otherwise, that is of a confidential or proprietary nature (the "Confidential Information"). Confidential Information includes (without limitation) all non-public information that is either developed by or for the benefit of the Company or CS, and which pertains to the business, clients, customers, counter parties, shareholders, employees, policies, procedures, financial condition, earnings, prospects or trade secrets of the Company or CS. Confidential Information shall also include, without limitation, any work product developed by you, either singularly or jointly with any other person(s) that is based on, or incorporates, Confidential Information.

You are required to maintain the confidentiality of Confidential Information and by signing this internship agreement as provided below you acknowledge and confirm that you will not, at any time during or after the termination of your internship with the Company, except as required by law, for any reason disclose any Confidential Information to any persons other than (a) those who are employees of the Company or CS and need to know or whose business it is to know the same, (b) third parties if such disclosure is necessary in connection with the legitimate business of the Company or CS, or (c) with prior written approval of the Company. Furthermore,

you will not, during or after the termination of your internship with the Company, attempt to use Confidential Information to the detriment or prejudice of the Credit Suisse Group or for personal gain or the gain of a third party.

You represent, warrant and agree that you will not improperly use or disclose to the Company for its benefit or enter into the Company's electronic systems any confidential information (including without limitation, client lists and client-sensitive information such as information relating to client accounts and transactions) or trade secrets which are proprietary or belong to (i) any former or current employers or (ii) any other person to whom you owe an obligation of confidentiality. You must not bring onto the premises of the Company any materials which contain such confidential information or trade secrets, any unpublished documents or property belonging to any person referred to in either (i) or (ii) above unless consented to in writing by such person.

Removal of Property:

Prior to the termination of your internship with the Company, you must return to the Company (in the absence of prior written approval of the Company to do otherwise) any documents, proposals, correspondence, analyses, writings, papers, memoranda, records, notes, reports, recordings, computer programs, computer schedules, computer tapes, computer disks, client lists or any other materials based on or containing information that is of a confidential or proprietary nature to the Company or CS; and all other documents, correspondence, manuals, security passes, keys and any other items whatsoever which may be in your possession, custody or under your control and which belong to the Company or CS.

Company Policies:

You acknowledge that the rules, regulations, policies and procedures of the Company as they may be published or amended from time to time (the "Company Policies") (including without limitation, as specified in the Employee Handbook), form directions from the Company with which you are required to comply. Without limiting the generality of this paragraph, we draw your attention to the Credit Suisse Group's Code of Conduct and the Company's policies on Personal Account Trading and Outside Business Activities that impose restrictions on interns, employees and other staff during the course of their engagement entering into certain transactions on their own account or maintaining or entering into business arrangements that they may otherwise wish to maintain. Please contact the Company's Human Resources Department if you require further information on these or any other policies.

You further acknowledge that the Company Policies and/or Employee Handbook do not form part of the terms and conditions of this internship agreement and that the Company may supplement, amend or withdraw the Company Policies and/or Employee Handbook at any time, with or without notice to you. Nothing contained in the Company Policies or Employee Handbook shall limit the Company's right to terminate your internship in accordance with the 'Termination' section above.

You will be provided with a copy of the Employee Handbook either in hard copy or through an electronic link upon the Commencement Date; however, you may request a copy at an earlier time. You will be required to acknowledge that you have read, and you understand and accept

the terms of the Employee Handbook. Where there is any inconsistency between the terms of the Employee Handbook and this internship agreement, the terms of this internship agreement will prevail.

Working on a Remote or Virtual Basis:

If you undertake your internship, or part thereof, on a virtual basis, you are required to comply with the following:

- (a) Continued Application of Company Policies: Whilst undertaking your internship on a remote basis from your Home Work Site, you will continue to be bound by the Company Policies in accordance with the 'Company Policies' clause above, except as otherwise provided in this internship agreement or to the extent they expressly relate to working within a Credit Suisse office. While working from your Home Work Site, you should pay particular attention to the Home Working Policy (GP-00082).
- (b) Occupational Health and Safety: You agree to cooperate with the Company in all measures to ensure that your Home Work Site conforms with acceptable Occupational Health and Safety standards. All Occupational Health and Safety policies of the Company shall, as far as practicable, apply in carrying out work at the Home Work Site. You agree to take all reasonably necessary steps to ensure your health, safety and welfare whilst undertaking your internship from your Home Work Site.
- (c) Security of Assets and Information: Without prejudice to your obligations under the 'Confidentiality' clause above which continue to apply when undertaking your internship on a remote or virtual basis, you agree that you will take all necessary steps to safeguard and diligently protect the confidentiality of any information to which you access at your Home Work Site, which may include information about the Company's business, clients and employees, or the Company's intellectual property. You will ensure that no other person is able to access such information, whether this is held on your computer or in hard copy or any other format. You should ensure that you do not discuss confidential information in places where you may be overheard by unauthorised persons. You should avoid using speakerphones for work related discussions in areas where unauthorised persons may overhear. You should familiarize yourself with your obligations under the Company's policies Bank Information Barrier (GP-00381) and IBD/GMSG Supplement to Bank Information Barrier (GP-00381-S02).
- (d) Inside Information: You must strictly observe the laws and rules regarding inside information. You are personally responsible for determining whether you have inside information. Inside information relates to the securities of an issuer or group of issuers, is not publicly known, comes from a reliable source and is material (i.e., if made public, would likely have a significant impact on the price of the security; or a reasonable investor would consider it important in deciding whether to purchase, hold or sell the security). If you have inside information, you may not trade or deal in the securities in question, encourage others to trade or deal in those securities, or reveal or 'tip' the information to others. Failure to strictly observe the laws and rules regarding inside information is, among other things, a criminal offense in many jurisdictions. For the avoidance of doubt, these obligations apply whether you are undertaking your internship remotely or from within a Credit Suisse office.

- (e) Outside Communication: You are not permitted to discuss any issues concerning Credit Suisse with the media or the public. Your participation in social media on a personal basis unrelated to your role at Credit Suisse is not restricted, but you should be vigilant to ensure that you do not disclose or discuss any confidential information about or relating to Credit Suisse staff, clients, market or other rumors, trade secrets, and/or other confidential bank-related matters. For the avoidance of doubt, these obligations apply whether you are undertaking your internship remotely or from within a Credit Suisse office.
- (f) Internal Communications / Availability: You agree to be contactable and available for communication with the Company, including but not limited to your manager and team members, while you are undertaking your internship at your Home Work Site at a similar level of availability as if working from a Credit Suisse office.

Other Conditions:

This internship agreement is subject to the grant to you of the necessary work permit and such other permission, licence or registration as may from time to time be necessary to enable you to carry out your duties and continue your internship.

You will perform such duties and accept such responsibilities as may from time to time be assigned to you by the Company to the utmost of your ability, to promote and advance the interests of the Company.

You will not at any time during the continuance of your internship engage directly or indirectly in any other business or occupation, or engage in any activities to the detriment of the Company's interests.

To the extent permitted by law, the Company will be entitled at any time during your internship, and in any event, when your internship ends, to deduct from your Stipend any monies due from you. This includes, but is not limited to, any outstanding loans, advances, overpayments, relocation or education expenses and excess leave taken by you.

The Company reserves the right at any time and from time to time to add, amend revise or vary the terms and conditions of your internship by giving you written notice thereof.

Governing Law:

These terms and conditions and your internship with the Company shall be governed by and construed in accordance with the laws of India.

This offer, unless withdrawn at an earlier date by the Company, will remain open for acceptance by you for a period of fourteen (14) days from the date hereof. Please confirm your acceptance of the above terms and conditions by signing this offer letter using DocuSign.

We look forward to welcoming you to Credit Suisse Services AG, Pune Branch. Please feel free to call Anand Anil Jahagirdar directly on +91 20 6738 5974 if you have any questions.

Yours sincerely,
Credit Suisse Services AG, Pune Branch



Amit Mishra
Director
Human Resources



Shivani Kapur
Vice President
Human Resources

I accept the above offer of an internship and agree to the terms and conditions set out in this internship agreement. In particular, I consent to Credit Suisse Services AG, Pune Branch (or any person acting on its behalf) conducting such checks and investigations as it in its sole and absolute discretion deems necessary, as further described in this letter.

Signed:  _____

Interns Name: Aashi Gangrade

Date: December 8, 2021 | 9:16:12 AM PST





12-Jan-2022

Aayush Mishra
B.E. Electronics and Instrumentation Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Aayush Mishra,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



05-Jan-2022

Abhishek Rawat
B.E. Electronics and Instrumentation Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Abhishek Rawat,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:

The Accenture logo, featuring the word "accenture" in a white, lowercase, sans-serif font with a small white chevron symbol above the letter 'e', set against a purple rectangular background.

**Come work at the
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To,

Name : Shubham Bareliya

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

Dear Shubham Bareliya,

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.

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- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
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 - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Advanced App Engineering Associate
- Annual fixed compensation for the fiscal will be INR 5,41,500; 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 46,028. 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 50,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 6,37,528
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 13,000
- Maximum Annual Total earning potential + Total Additional Benefits - INR 6,50,528/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

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To,

Name : Karnika Suryakant Gadiwan

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

Dear Karnika Suryakant Gadiwan,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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Annexure A

- Career Level - 12
- Proposed role - Advanced App Engineering Associate
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To,

Name : Anamika Sahu

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

Dear Anamika Sahu,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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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/-

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To,

Name : Shivani Kureel

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

Dear Shivani Kureel,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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To,

Name : Soumya Yadav

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

Dear Soumya 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.

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**Come work at the
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To,

Name : Anamika Sahu

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

Dear Anamika Sahu,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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**Come work at the
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To,

Name : Siddhartha Pahadiya

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

Dear Siddhartha Pahadiya,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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To,

Name : Purva Mangal

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

Dear Purva Mangal,

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 Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
 - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
 - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
 - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; 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”



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

February 4, 2022

CONFIDENTIAL

Anuj Khandelwal
57,Kailashmarg
Malharganj
Indore, Madhya Pradesh 452002

Dear Anuj:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Operations Associate - Intern in our Business Operations group , to be based in our Pune office with a start date of February 21, 2022 .As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of February 21, 2022. The internship will last till July 31, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

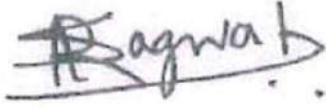
We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until February 11, 2022.

The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.


We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,



Rohit Bhagwat
Office Managing Principal

Signature: 
D20DB1DB5A2A491...

Name as it appears on PAN card or passport: 

Date Signed: 08-Feb-2022 | 4:32 AM CST

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
Meal Allowance (ZS will provide a meal allowance of INR 5500 per month, through payroll)	66,000
Retirals	10,000
Gratuity - payable on completing 5 years of continuous service with ZS India Private Limited as per the Payment of Gratuity Act 1972 (first year's provision)	
Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.



Letter of Intent (LOI)

Superset ID: 1105286

November 02, 2021

Dear Jahanvi Patidar,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

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

Maya Sreekumar

Vice President - Human Resources

1

Offer Letter Body

Page 1 of 3



Reference: Persistent/Academic Intern/1469377/0.2

**Internship Offer Letter
Confidential**

Dec 21, 2021

**Mr Aryan Rawat
98, Sneh nagar
sanwer road
Ujjain 456010**

Dear Aryan,

Subject: **Your engagement as an Academic Intern with Persistent**

With reference to your application for industrial training with us, and the subsequent selection process, we are pleased to inform you that you have been selected as **an Academic Intern** at grade **0.2** with Persistent Systems (Company). This offer is made to you as part of your Academic Curriculum.

The duration and start date of the internship will be communicated to you in due course of time separately.

During the internship period you will be paid a consolidated monthly stipend of Rs. 10,000 per month. You will also be eligible for benefits such as free lunch, snacks, tea and coffee during your internship period.

All terms and conditions in this document, read with any other document specifically referred herein and incorporated hereto by such reference, collectively shall constitute the entire understanding between the Academic Intern and the Company.

Company does not assure you or commit (a) any extension of this internship beyond the period stipulated under this letter and/or offer you employment with Company and/or absorb you as an employee of the Company in future. Unless otherwise specifically agreed in writing by Company, there shall be no employee-employer relationship between you and Company.

1. Working days

Normal working days for Company are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other weekly off day. The normal working hours are forty five hours per week.

2. Holidays and Leaves

You will not be eligible for any leave or compensatory off during internship period.

3. Termination of Internship

The internship can be terminated with one week notice or stipend (if you are eligible for stipend under this letter), in lieu of the notice period on either side.

The Company can terminate your internship without any notice period in case the internship is terminated on grounds of:

- i. Breach of confidentiality or IP related obligations
- ii. Violation of law
- iii. Gross Misconduct
- iv. Material breach of Company policy.

In such event, the Company will not be liable to pay stipend (if payment is otherwise stipulated in this letter) in lieu of notice period.

In case the last day of your internship falls on a non-working day, your last day of internship shall be the immediate previous working day.

The internship period can be terminated by whatsoever reasons by either party by giving one week notice period.

4. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

Please contact **Rajeshwari Joshi** (Ph. No. **020-66965038**) on the date of joining. We request you to report at 9 am at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

5. Documents required at the time of joining

At the time of joining, the following original certificates/documents along with one photocopy should be furnished. Original certificates/documents will be returned to you after verification.

Sr. No	Description
1	Certificates of educational qualification - SSC (10th Equivalent), School leaving, HSC (12th equivalent).
2	Certificate of Graduation/Post Graduation and Mark Sheets
3	2 recent passport size color photographs
4	Photo-attested bonafide certificate from college Principal

We welcome you to the Persistent family and look forward to a mutually fulfilling association.

**Yours sincerely,
For Persistent Systems Ltd**

**Kalpana Kudlingar
Head - Campus Talent Acquisition**

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of me having accepted the offer and the terms and conditions set out in this letter.

Also, I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company on the date communicated to me separately.

Date:

**Signature:
Name:**

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Accept the offer 

Serial No.	Name	Email	Contact Number	Willingness to accept the offered role (Yes or No)
1	Abhishek Suryavanshi	abhisheksuryavanshi2809@gmail.com	6265684292	yes
2	Atul Kumar Gupta	atulkrindian@gmail.com	9424928060	yes
3	Ritik Bhalekar	ritikbhalekar2000@gmail.com	8319041599	yes
4	Harikrishnan Unnithan	harikrishnanunnithan07@gmail.com	7000576184	yes
5	Vishal Yadav	vishal111yadav@gmail.com	7879338233	yes
6	Mayank Kanwa	mayankanwa@gamil.com	8223019404	yes
7	Anusheel Mansingh	fadricksingh@gmail.com	7354552777	no
8	NISHI MALVIYA	malviyanishi10@gmail.com	9644497138	
9	Shailendra Kaithwas	shailendrakaithwas28@gmail.com	7974081332	Yes
10	Smruti Sakre	smrutisakre01@gmail.com	9669679571	yes
11	Rishabh Yadav	rishabh98yadav@gmail.com	9111308526	yes
12	Priyanka Nagesh	priyankanagesh2017@gmail.com	8120916793	yes
13	Mansi Gupta	mansi19g@gmail.com	9131469580	yes
14	Ayush Dixit	dixit9723ayush@gmail.com	7000899972	yes
15	Shubham Namdev	shubhamnamdev331@gmail.com	6264310929	yes
16	KHUSHI PANDYA	khushipandya151100@gmail.com	7441177482	yes
17	Aaditya Sharma	Aadityas368@gmail.com	7509770985	No



October 12, 2021

Shreyansh Mehta

Dear Shreyansh,

We are pleased to offer you the position of **Intern** for a period of **25 weeks**. You will report to **Sowmya Vijayalakshmi, Senior Engineering Manager** .

Intern Salary: Your intern fee is **INR 50,000** per month, payable on a monthly basis on the last working day of the month.

The base salary and On Target Earnings (if you are on a sales commission plan) provided in this offer letter is dependent upon your work location where you will perform your job duties as described in your Employment Contract. If you request to change your primary work location, you must first receive VMware approval in accordance with company policies. If you receive approval and relocate to another location, then your compensation and benefit arrangements will be re-evaluated and subject to change in accordance with VMware policies and applicable law.

Stipend: VMware has retained Altair Global, a relocation management firm to help with a stipend payment that is intended for you to use at your discretion. Your Altair consultant will be your primary point of coordination for your stipend payment and addressing your questions; they will reach out to you sixty (60) days prior to your start date to get the payment process started.

Non-Contractual Benefits: Our Company from time to time establishes programs which may provide you with benefit which are not part of this agreement. Such programs may be amended, suspended or discontinued at the company's sole discretion.

Termination: During the period of internship agreement, either party may terminate this agreement by giving one (1) month notice in writing or intern fee in-lieu of notice period if required.

Accident Insurance Cover: During the period of your internship, you will be covered under the Accident Insurance policy, as per the Company norms.

E-Signature – Validity and Counterparts: Both You and the Company agree that the electronic (digital and/or encrypted) signatures of either party included in this Agreement is intended to authenticate their due consent to this agreement (including its annexures and exhibits) in writing and to have the same force and effect as original signatures by hand and accordingly, this Agreement may be executed by electronic signature and shall be considered as an original signature by hand for all purposes. Delivery of a copy of this Agreement (including its annexures and exhibits) or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission or by electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature. Without limitation, “electronic signature” shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

We welcome you and look forward to working with you. To indicate your acceptance, kindly sign a copy of this letter and return it to us as soon as possible.



The terms and conditions of internship are set out in this letter.

Best regards,

A handwritten signature in black ink that reads "Teena Gomes".

Teena Gomes,
Director, Regional HR Services

Agreed to and Accepted:

{{ *Sig_es :signer1:signature }}

{{ *Date_es :signer1 }}

Signature

Date



October 12, 2021

Dear Shreyansh

Additional Employment Terms– Future of Work For A Remote Worker

As you are aware, VMware, Inc. and VMware Group Companies (as defined in the Employment Agreement, or if this term is undefined, VMware Group Companies means any subsidiary, holding company or parent company of VMware, Inc. or any subsidiary thereof or company within the VMware group of companies) (collectively referred to in this Letter as 'VMware') are seeking to implement its distributed working philosophy globally. As a result, VMware Software India Private Limited (the "Company" or "we" or "us") is proposing to make certain changes to the terms of your employment to reflect the fact that following the commencement of your employment with us, you will be designated as a **Remote** worker, as set out in this contract variation letter ('Letter'):

1. Introduction

1.1 You are employed by the Company pursuant to the employment agreement which accompanies this Letter (the "Employment Agreement").

1.2 The terms set forth in this Letter:

1.2.1 Will apply to your employment with the Company and any terms relating to the matters contained within this Letter in the Employment Agreement will be varied accordingly to the extent provided for in this Letter;

1.2.2 Shall be read in conjunction with VMware's Global Distributed Work Policy (the 'Policy'), which is non-contractual and subject to amendment or withdrawal at VMware's sole discretion. The Policy sets out additional information in relation to **Remote** working (as defined in section 1.1 of the Policy) that is imperative to the conduct of your role. You agree that you have read, understood and will comply with the terms of the Policy and you understand that failure to do so may result in disciplinary action being taken in respect of your employment including, but not limited to, termination of employment; and

1.2.3 Are subject always to any extenuating circumstances outside of the Company's control which necessitate alternative working arrangements, including Government and Authority requirements, guidance or directions.

1.3 For the avoidance of doubt, in the event of any conflict between the Employment Agreement and the terms in this Letter, the terms in this Letter, to the extent that they vary the terms in the Employment Agreement, shall prevail.

2. Scope

2.1 For the purposes of the Policy, you will be designated as a **Remote** employee.

2.2 The terms of this Letter will be effective from the commencement date set out in your Employment Agreement and until amended or terminated in accordance with clause 9 of this Letter or as otherwise agreed in writing between you and the Company.



3. Place of Work

3.1 In accordance with the Policy, you will work from any suitable location for the proper performance of your duties. You shall communicate the primary location of any such work to the Company, currently via Workday as your "Home Contact Information" address. You are required to keep the primary location of your work in Workday up to date.

The Company reserves the right, on reasonable notice, to vary your primary location of work on a temporary or permanent basis. You may be required from time to time to visit and work at such other locations, including VMware sites, and for such times as the Company and/or your manager considers necessary for the proper performance of your duties. You understand and agree that you will be required to attend a VMware premises as and when business needs dictate such attendance.

3.2 The location where you perform your duties is required to be in **Mahidpur** unless an alternative arrangement is specifically agreed in writing with the Company.

3.3 You are required to inform the Company as soon as possible if you plan to change your primary residence and you understand and agree that it is your responsibility to keep the Company updated in respect of your primary residence. You understand and agree that any failure to promptly disclose a change in your primary residence could result in disciplinary action including, but not limited to, termination of your employment. Where you plan to change your primary residence for any reason you are required to request prior approval for the continuation of the **Remote** arrangement, or to seek an alternative working arrangement, in advance of you moving to the new primary residence. In such circumstances, the Company reserves the right to determine that the existing **Remote** arrangement is consequently no longer appropriate, or to decline your proposed alternative arrangement, and require you to change to a working arrangement that is suitable to business needs and end your **Remote** arrangement. You may be asked to sign a new document setting out any revisions to your existing arrangement.

3.4 You confirm that you are not in breach of any covenant or agreement when working from your primary residence. You confirm that where relevant, you have obtained all required employment and/or visa approvals from the relevant government authorities to enable you to work with the Company.

3.5 If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.

4. Hours of Work

4.1 Your normal hours of work are set out in your Employment Agreement. You may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.

4.2 Where applicable, you are required to accurately record and report all hours worked in the normal way and in accordance with your Employment Agreement, the Company's and VMware's policies, and/or legal requirement.

4.3 You are responsible for regulating your own working time and taking necessary breaks as required by law. If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.



5. Salary

5.1 You acknowledge and agree that your pay may vary in accordance with the terms of VMware's Compensation and Mobility Policy for Employee Requested Moves and any other relevant VMware or Company policy relating to pay zones (as in force and amended from time to time in VMware's sole discretion, "Pay Zone Policies"). As such, the Company reserves the right to adjust your pay in future in accordance with the Pay Zone Policies and applicable local law.

6. Confidentiality, Data Protection and Intellectual Property

6.1 All existing Confidentiality, Data Protection, Data Security and Intellectual Property obligations that you owe to the Company and VMware and where contained in the Employment Agreement or otherwise (including, but not limited to, in the Global Data Privacy Policy and the Acceptable Use Policy) remain unaffected by this Letter and are re-iterated in their entirety. You must read these policies and ensure that you comply with them in carrying out your work.

6.2 You are reminded of your obligation to notify the Information Security Operations Center (SOC@vmware.com) immediately upon becoming aware of a data breach.

7. Health and Safety

7.1 You agree to comply with all applicable health and safety laws as well as guidelines, instructions and/or policies which the Company or VMware may give to you from time to time (including the applicable terms of the Policy) and to complete without delay all health and safety risk assessments/questionnaires and/or trainings that the Company may send to you from time to time. Subject to applicable law, you are expected to take ownership of your safety and are encouraged and empowered to report any health and safety concerns to the Health & Safety Team (health_safety@vmware.com) or your manager.

8. Policies

8.1 You agree to continue to comply with all non-contractual Company and VMware policies, including (but not limited to) the Policy, Respectful Workplace Policy, Global Data Privacy Policy, Acceptable Use Policy, Compensation and Mobility Policy, Global Business Conduct Guidelines, Information Security Policies, and any other policies extended to you in your Employment Agreement or otherwise made available to you by the Company or VMware, all from time to time in force and which are available from the VMware Source Page. You must read these policies and ensure that you comply with them in carrying out your work. You understand and agree that any failure to comply with such policies could result in disciplinary action including, but not limited to, termination of your employment.



9. Termination of Remote working

9.1 If at any time the Company, in its reasonable judgement, considers **Remote** working arrangements to be unsatisfactory or the requirements of your work change such that **Remote** working is no longer appropriate, in light of the Company's business needs, the Company may at its reasonable discretion give you reasonable notice, or may immediately in exceptional business circumstances, terminate and/or change your **Remote** working arrangement to a different work arrangement, to a reasonable extent as business needs may justify.

9.2 On reasonable notice, you may request to change your current arrangement as a **Remote** worker to a different work arrangement and to end **Remote** working subject to Company approval, which shall be exercised reasonably and in accordance with business resources at the applicable time and the Company's policies. The Company may, at its sole discretion, consider your request however the Company shall not be under an obligation to change or end your **Remote** working arrangement based on your request.

10. Monitoring

10.1 Subject to applicable law, the Company reserves the right to monitor your working time and the use of Company and VMware information and information systems in accordance with the VMware Acceptable Use Policy.

11. Right to Enter

11.1 You consent to the Company's representatives, at reasonable times and on reasonable notice, entering your primary residence to:

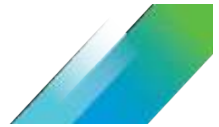
- 11.1.1 install, inspect, replace, repair, maintain or service Company property during your employment;
- 11.1.2 carry out health and safety risk assessments of Company property and your workstation during your employment; and
- 11.1.3 recover Company property on or after termination of your employment.

12. Miscellaneous

12.1 The changes to the Employment Agreement as set out above will be permanent changes to your terms and conditions of employment. You will have no right to revert back to your previous working pattern unless permitted by the Company in accordance with clause 9.2 above.

12.2 You agree to immediately return any property belonging to the Company or VMware on termination of your employment (howsoever arising) and the Company reserves its right, where permitted by applicable law, to deduct from your salary, or any other sums owed to you, any equivalent monies owed to the Company or VMware for failure to return any such property.

12.3 Unless explicitly varied by the terms of this Letter, all other terms and conditions set forth in the Employment Agreement will remain valid and unaffected by these changes.



12.4 This Letter and your Employment Agreement (and any amendments or documents referred to in it) constitutes the entire agreement between you and the Company and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between you and the Company, whether written or oral, relating to its subject matter.

If you agree to these changes to your Employment Agreement, please indicate your acceptance by e-signing this document along with the offer Letter.

If you have any questions, please contact apachrss@vmware.com.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Teena Gomes', written over a diagonal line.

Teena Gomes
Director, Regional HR Services

For and on behalf of the Company

I agree that my Employment Agreement shall be varied by the revised terms and conditions set out in this Letter.

Signature: {{ Sig_es_:signer1:signature }}

Employee Printed Name: Shreyansh Mehta

Date: {{ Date_es_:signer1:date }}



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

December 23, 2021

CONFIDENTIAL

Pranav Gupta
Near Janta School
Ward No. 3
Sihora, Madhya Pradesh 483225

Dear Pranav:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Operations Associate - Intern in our Business Operations group, to be based in our Pune office with a start date of January 3, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of January 3, 2022. The internship will last till June 30, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until December 31, 2021.

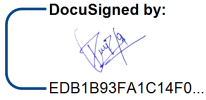
The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.

We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,



Tarun Pandey
Office Managing Principal

Signature: 

Name as it appears on PAN card or passport: 

Date Signed: 24-Dec-2021 | 8:08 AM CST

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
Meal Allowance (ZS will provide a meal allowance of INR 5500 per month, through payroll)	66,000
Retirals	10,000
Gratuity - payable on completing 5 years of continuous service with ZS India Private Limited as per the Payment of Gratuity Act 1972 (first year's provision)	
Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune - 411014 (MH)
t | +91 20 6739 5000
f | +91 20 6739 5001
www.zs.com

December 23, 2021

CONFIDENTIAL

Shailendra Bhati
D-406 vivekanand colony
ujjain, Madhya Pradesh 456001

Dear Shailendra:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Technology Solutions Associate - Intern in our Business Technology group, to be based in our Pune office with a start date of January 3, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1385366/3.0

Confidential

Sep 10, 2021

Akshat Jain**50****KRISHNA PARK COLONY, NANAKHEDA****UJJAIN**

Dear Akshat,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **750,008**. Your Annual Gross Salary will be Rs. **709,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **September 23, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period. The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at apoorva_kambli@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.
Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.
I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **Sep 10, 2021**Grade: **3.0**Location: **Pune**Name: **Akshat Jain**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		20,100
2	House Rent Allowance	50%	10,050
3	Company contribution to E.P.F./Special Pay I		2,412
4	Superannuation fund/Special Pay II	15%	3,015
5	National Pension Scheme/Special Pay III	10%	2,010
6	Leave Travel Assistance	10%	2,010
7	Performance Pay	10%	2,010
8	Statutory Bonus/Ex-gratia	20%	4,020
9	Upkeep Pay		6,744
	Total to be paid monthly (M)		52,371
	Total for the year [M * 12] [A]		628,452
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		5,909
	Total CPB 10% of Annual Gross Salary [B]		70,908
III	Annual Component		
	Provision for your gratuity [C]	4%	9,648
	Annual Gross Salary [A + B + C]		709,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		750,008

Yours sincerely,

For Persistent Systems

Kalpna Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance

- Personal Accident

- Medicaid Hospitalization (Self, Spouse, 2 children and Parents)

“Food and Insurance” is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80



October 5, 2021

Priyanshi Khetwani

Dear Priyanshi,

We are pleased to offer you the position of **Intern** for a period of **25 weeks**. You will report to **Ramesh Shetty, Senior manager R&D**.

Intern Salary: Your intern fee is **INR 50,000** per month, payable on a monthly basis on the last working day of the month.

The base salary and On Target Earnings (if you are on a sales commission plan) provided in this offer letter is dependent upon your work location where you will perform your job duties as described in your Employment Contract. If you request to change your primary work location, you must first receive VMware approval in accordance with company policies. If you receive approval and relocate to another location, then your compensation and benefit arrangements will be re-evaluated and subject to change in accordance with VMware policies and applicable law.

Stipend: VMware has retained Altair Global, a relocation management firm to help with a stipend payment that is intended for you to use at your discretion. Your Altair consultant will be your primary point of coordination for your stipend payment and addressing your questions; they will reach out to you sixty (60) days prior to your start date to get the payment process started.

Non-Contractual Benefits: Our Company from time to time establishes programs which may provide you with benefit which are not part of this agreement. Such programs may be amended, suspended or discontinued at the company's sole discretion.

Termination: During the period of internship agreement, either party may terminate this agreement by giving one (1) month notice in writing or intern fee in-lieu of notice period if required.

Accident Insurance Cover: During the period of your internship, you will be covered under the Accident Insurance policy, as per the Company norms.

E-Signature – Validity and Counterparts: Both You and the Company agree that the electronic (digital and/or encrypted) signatures of either party included in this Agreement is intended to authenticate their due consent to this agreement (including its annexures and exhibits) in writing and to have the same force and effect as original signatures by hand and accordingly, this Agreement may be executed by electronic signature and shall be considered as an original signature by hand for all purposes. Delivery of a copy of this Agreement (including its annexures and exhibits) or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission or by electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature. Without limitation, “electronic signature” shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

We welcome you and look forward to working with you. To indicate your acceptance, kindly sign a copy of this letter and return it to us as soon as possible.



The terms and conditions of internship are set out in this letter.

Best regards,

A handwritten signature in black ink that reads "Teena Gomes".

Teena Gomes,
Director, Regional HR Services

Agreed to and Accepted:

{{ *Sig_es :signer1:signature }}

{{ *Date_es :signer1 }}

Signature

Date



October 5, 2021

Dear Priyanshi

Additional Employment Terms– Future of Work For A Remote Worker

As you are aware, VMware, Inc. and VMware Group Companies (as defined in the Employment Agreement, or if this term is undefined, VMware Group Companies means any subsidiary, holding company or parent company of VMware, Inc. or any subsidiary thereof or company within the VMware group of companies) (collectively referred to in this Letter as 'VMware') are seeking to implement its distributed working philosophy globally. As a result, VMware Software India Private Limited (the "Company" or "we" or "us") is proposing to make certain changes to the terms of your employment to reflect the fact that following the commencement of your employment with us, you will be designated as a **Remote** worker, as set out in this contract variation letter ('Letter'):

1. Introduction

1.1 You are employed by the Company pursuant to the employment agreement which accompanies this Letter (the "Employment Agreement").

1.2 The terms set forth in this Letter:

1.2.1 Will apply to your employment with the Company and any terms relating to the matters contained within this Letter in the Employment Agreement will be varied accordingly to the extent provided for in this Letter;

1.2.2 Shall be read in conjunction with VMware's Global Distributed Work Policy (the 'Policy'), which is non-contractual and subject to amendment or withdrawal at VMware's sole discretion. The Policy sets out additional information in relation to **Remote** working (as defined in section 1.1 of the Policy) that is imperative to the conduct of your role. You agree that you have read, understood and will comply with the terms of the Policy and you understand that failure to do so may result in disciplinary action being taken in respect of your employment including, but not limited to, termination of employment; and

1.2.3 Are subject always to any extenuating circumstances outside of the Company's control which necessitate alternative working arrangements, including Government and Authority requirements, guidance or directions.

1.3 For the avoidance of doubt, in the event of any conflict between the Employment Agreement and the terms in this Letter, the terms in this Letter, to the extent that they vary the terms in the Employment Agreement, shall prevail.

2. Scope

2.1 For the purposes of the Policy, you will be designated as a **Remote** employee.

2.2 The terms of this Letter will be effective from the commencement date set out in your Employment Agreement and until amended or terminated in accordance with clause 9 of this Letter or as otherwise agreed in writing between you and the Company.



3. Place of Work

3.1 In accordance with the Policy, you will work from any suitable location for the proper performance of your duties. You shall communicate the primary location of any such work to the Company, currently via Workday as your “Home Contact Information” address. You are required to keep the primary location of your work in Workday up to date.

The Company reserves the right, on reasonable notice, to vary your primary location of work on a temporary or permanent basis. You may be required from time to time to visit and work at such other locations, including VMware sites, and for such times as the Company and/or your manager considers necessary for the proper performance of your duties. You understand and agree that you will be required to attend a VMware premises as and when business needs dictate such attendance.

3.2 The location where you perform your duties is required to be in **Dewas** unless an alternative arrangement is specifically agreed in writing with the Company.

3.3 You are required to inform the Company as soon as possible if you plan to change your primary residence and you understand and agree that it is your responsibility to keep the Company updated in respect of your primary residence. You understand and agree that any failure to promptly disclose a change in your primary residence could result in disciplinary action including, but not limited to, termination of your employment. Where you plan to change your primary residence for any reason you are required to request prior approval for the continuation of the **Remote** arrangement, or to seek an alternative working arrangement, in advance of you moving to the new primary residence. In such circumstances, the Company reserves the right to determine that the existing **Remote** arrangement is consequently no longer appropriate, or to decline your proposed alternative arrangement, and require you to change to a working arrangement that is suitable to business needs and end your **Remote** arrangement. You may be asked to sign a new document setting out any revisions to your existing arrangement.

3.4 You confirm that you are not in breach of any covenant or agreement when working from your primary residence. You confirm that where relevant, you have obtained all required employment and/or visa approvals from the relevant government authorities to enable you to work with the Company.

3.5 If you require any information in relation to your responsibilities in this regard, please contact apachr@vmware.com.

4. Hours of Work

4.1 Your normal hours of work are set out in your Employment Agreement. You may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.

4.2 Where applicable, you are required to accurately record and report all hours worked in the normal way and in accordance with your Employment Agreement, the Company’s and VMware’s policies, and/or legal requirement.

4.3 You are responsible for regulating your own working time and taking necessary breaks as required by law. If you require any information in relation to your responsibilities in this regard, please contact apachr@vmware.com.



5. Salary

5.1 You acknowledge and agree that your pay may vary in accordance with the terms of VMware's Compensation and Mobility Policy for Employee Requested Moves and any other relevant VMware or Company policy relating to pay zones (as in force and amended from time to time in VMware's sole discretion, "Pay Zone Policies"). As such, the Company reserves the right to adjust your pay in future in accordance with the Pay Zone Policies and applicable local law.

6. Confidentiality, Data Protection and Intellectual Property

6.1 All existing Confidentiality, Data Protection, Data Security and Intellectual Property obligations that you owe to the Company and VMware and where contained in the Employment Agreement or otherwise (including, but not limited to, in the Global Data Privacy Policy and the Acceptable Use Policy) remain unaffected by this Letter and are re-iterated in their entirety. You must read these policies and ensure that you comply with them in carrying out your work.

6.2 You are reminded of your obligation to notify the Information Security Operations Center (SOC@vmware.com) immediately upon becoming aware of a data breach.

7. Health and Safety

7.1 You agree to comply with all applicable health and safety laws as well as guidelines, instructions and/or policies which the Company or VMware may give to you from time to time (including the applicable terms of the Policy) and to complete without delay all health and safety risk assessments/questionnaires and/or trainings that the Company may send to you from time to time. Subject to applicable law, you are expected to take ownership of your safety and are encouraged and empowered to report any health and safety concerns to the Health & Safety Team (health_safety@vmware.com) or your manager.

8. Policies

8.1 You agree to continue to comply with all non-contractual Company and VMware policies, including (but not limited to) the Policy, Respectful Workplace Policy, Global Data Privacy Policy, Acceptable Use Policy, Compensation and Mobility Policy, Global Business Conduct Guidelines, Information Security Policies, and any other policies extended to you in your Employment Agreement or otherwise made available to you by the Company or VMware, all from time to time in force and which are available from the VMware Source Page. You must read these policies and ensure that you comply with them in carrying out your work. You understand and agree that any failure to comply with such policies could result in disciplinary action including, but not limited to, termination of your employment.



9. Termination of Remote working

9.1 If at any time the Company, in its reasonable judgement, considers **Remote** working arrangements to be unsatisfactory or the requirements of your work change such that **Remote** working is no longer appropriate, in light of the Company's business needs, the Company may at its reasonable discretion give you reasonable notice, or may immediately in exceptional business circumstances, terminate and/or change your **Remote** working arrangement to a different work arrangement, to a reasonable extent as business needs may justify.

9.2 On reasonable notice, you may request to change your current arrangement as a **Remote** worker to a different work arrangement and to end **Remote** working subject to Company approval, which shall be exercised reasonably and in accordance with business resources at the applicable time and the Company's policies. The Company may, at its sole discretion, consider your request however the Company shall not be under an obligation to change or end your **Remote** working arrangement based on your request.

10. Monitoring

10.1 Subject to applicable law, the Company reserves the right to monitor your working time and the use of Company and VMware information and information systems in accordance with the VMware Acceptable Use Policy.

11. Right to Enter

11.1 You consent to the Company's representatives, at reasonable times and on reasonable notice, entering your primary residence to:

- 11.1.1 install, inspect, replace, repair, maintain or service Company property during your employment;
- 11.1.2 carry out health and safety risk assessments of Company property and your workstation during your employment; and
- 11.1.3 recover Company property on or after termination of your employment.

12. Miscellaneous

12.1 The changes to the Employment Agreement as set out above will be permanent changes to your terms and conditions of employment. You will have no right to revert back to your previous working pattern unless permitted by the Company in accordance with clause 9.2 above.

12.2 You agree to immediately return any property belonging to the Company or VMware on termination of your employment (howsoever arising) and the Company reserves its right, where permitted by applicable law, to deduct from your salary, or any other sums owed to you, any equivalent monies owed to the Company or VMware for failure to return any such property.

12.3 Unless explicitly varied by the terms of this Letter, all other terms and conditions set forth in the Employment Agreement will remain valid and unaffected by these changes.



12.4 This Letter and your Employment Agreement (and any amendments or documents referred to in it) constitutes the entire agreement between you and the Company and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between you and the Company, whether written or oral, relating to its subject matter.

If you agree to these changes to your Employment Agreement, please indicate your acceptance by e-signing this document along with the offer Letter.

If you have any questions, please contact apachrss@vmware.com.

Yours sincerely,

A handwritten signature in black ink that reads "Teena Gomes". The signature is written in a cursive style with a diagonal line through the middle.

Teena Gomes
Director, Regional HR Services

For and on behalf of the Company

I agree that my Employment Agreement shall be varied by the revised terms and conditions set out in this Letter.

Signature: {{ Sig_es_:signer1:signature }}

Employee Printed Name: Priyanshi Khetwani

Date: {{ Date_es_:signer1:date }}



Chhavi Tibrewala

Sep 1 2021

Subject- **Letter of Intent for Employment**

Dear **Chhavi**,

The purpose of this letter is to inform you that your candidature has been selected for the position of the GET- Graduate Engineer Trainee in our company, Walkover. We are excited to have you as a part of our team. The stipend from the first month will be 15,000/- per month, it can increase/decrease based on your performance. Internship duration will be 6 month after that we will hire you as a Full-time employee.

The starting date of employment will be on or before 2, January 2022. The ctc will be 9 lpa and you will have to sign a two year retention agreement with us.

Please respond to me via email letting me know whether you accept this intent to offer. After acceptance, we can also discuss employment start date and other pertinent details.

We hope to receive a favourable response from you, and to welcome you onboard, very soon.

Regards,

Megha Saluja
HR Manager



Sanskar Singh

Sep 1 2021

Subject- **Letter of Intent for Employment**

Dear **Sanskar,**

The purpose of this letter is to inform you that your candidature has been selected for the position of the GET- Graduate Engineer Trainee in our company, Walkover. We are excited to have you as a part of our team. The stipend from the first month will be 15,000/- per month, it can increase/decrease based on your performance. Internship duration will be 6 month after that we will hire you as a Full-time employee.

The starting date of employment will be on or before 2, January 2022. The ctc will be 7.5 lpa and you will have to sign a two year retention agreement with us.

Please respond to me via email letting me know whether you accept this intent to offer. After acceptance, we can also discuss employment start date and other pertinent details.

We hope to receive a favourable response from you, and to welcome you onboard, very soon.

Regards,

Megha Saluja
HR Manager



APPOINTMENT LETTER

January 19, 2022

Dear PALAK SONKAR,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I PALAK SONKAR, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: PALAK SONKAR

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature PALAK SONKAR 19/1/2022 3:23 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

21510072



APPOINTMENT LETTER

January 21, 2022

Dear Harshit Ghatiya,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.

- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

- i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
- ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
- iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or

unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable

project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polycycleclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to polycycleclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Harshit Ghatiya, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III**SALARY OFFER SHEET****Name: Harshit Ghatiya****Position: Project Engineer****Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV**Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
-------------	--------------

End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. **Annual Health check:** Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit:** Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program:**

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Harshit Ghatiya 21/1/2022 1:12 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru W :wipro.com
560 035



APPOINTMENT LETTER

February 13, 2022

Dear Drishti Gupta,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Drishti Gupta, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Drishti Gupta

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Drishti Gupta 13/2/2022 2:50 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

22856004



APPOINTMENT LETTER

January 18, 2022

Dear Mayank Jain,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12** months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polycycleclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Mayank Jain, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Mayank Jain

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167

Total Cost to Company per annum**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept

Decline

Signature Mayank Jain 18/1/2022 4:48 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com



APPOINTMENT LETTER

January 18, 2022

Dear Mayank Jain,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12** months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polycycleclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Mayank Jain, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Mayank Jain

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167

Total Cost to Company per annum**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept

Decline

Signature Mayank Jain 18/1/2022 4:48 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com



APPOINTMENT LETTER

January 17, 2022

Dear Ghanshyam Lodha,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Ghanshyam Lodha, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Ghanshyam Lodha

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Ghanshyam Lodha 17/1/2022 11:53 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

22855999



APPOINTMENT LETTER

January 20, 2022

Dear NIKHIL KHORE,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12** months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polycycleclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I NIKHIL KHORE, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: NIKHIL KHORE

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167

Total Cost to Company per annum**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept

Decline

Signature **NIKHIL KHORE** 20/1/2022 11:11 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com



APPOINTMENT LETTER

January 18, 2022

Dear Anshul Paliwal,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12** months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Anshul Paliwal, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Anshul Paliwal

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167

Total Cost to Company per annum**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept

Decline

Signature Anshul Paliwal 18/1/2022 11:39 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com



OFFER LETTER

CONFIDENTIAL

09/27/2021

Sunil

Dear **Sunil**,

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee Programmer at Grade T (T)** working in our organization.

You are requested to join us on or before **06/01/2022** .

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**

Laveena Nabar
Authorized Signatory
Human Resources

P.S: Date format to be read as MM/DD/YYYY, print only, if required

Disclaimer: This is a computer-generated document and requires no hand-drawn signature on behalf of the Originator, i.e. YASH TECHNOLOGIES PVT LTD. While acceptance, on this computer-generated Offer Letter/Appointment letter, the Employee understands and accepts the same to be valid electronic communication and a legal understanding of reciprocal obligations between the parties which is legally enforceable within the meaning of the all applicable Acts, rules, and regulations including Information Technology Act 2000, as amended till date, or under any other applicable law governing electronic transactions, for the time being in force.

The following are the terms and conditions that refer to our offer of employment to you for the position of **Trainee Programmer**.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1) Base Location: Your base location shall be **Indore -Crystal IT Park-DC (102)**. Currently, you will be working remotely and/or from home; but can be asked to work from any of the YASH locations, depending upon business requirement, with a notice of 30 days. However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2) Salary & Taxes: You will be entitled to a CTC of **Rs. 600000/- (Rupees Six Lakh only)** on an annual basis, less all required deductions viz., tax on salary, provident fund contribution, ESIC, professional tax, and any other amounts as required by law to be deducted or as per the policies of the YASH Technologies Pvt. Ltd. Please refer to Annexure I for a detailed outline of your CTC structure wherein you may find the eligibility for different heads for you as specified. You would be required to fill the CTC structure at the time of joining.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices, and changes in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of the agreement by you.

3) Training/Probation/Confirmation: You'll be under training cum probation for a period of six months from the date of your joining. Thereafter, based on your performance, management reserves the right to extend the training cum probation period or confirm the appointment with the company. Unless services are confirmed in writing, you will continue to be on training cum probation.

4) Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance, and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trends, company's performance, market situation, and other related factors. Any action arising out of this review is solely at the discretion of the Management.

5) Agreement: You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable, etc. with the Company or with clients of the company when you work for

them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules, and regulations of the Company.

6) Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

7) Termination/Separation: Your employment with the Company can be ceased either by the Company or by you as per below:

a) Notice Period:

- **During the training/probation period** your employment can be terminated by the company without any notice and without any obligation to assign a reason. If you wish to terminate this employment you may have to give 45 days written notice.
- **Upon confirmation of services**, employment services can be terminated by giving 90 days written notice by either side. If the company is terminating the employment then it'll pay salary in lieu of notice period for the aforesaid period wherein salary will not include any incentive or variable pay amounts, if any.

If you wish to terminate this employment by resignation/notice then the company on its sole discretion may decide to waive the required notice period from you without any obligation to pay salary in lieu of full/ remaining notice period or permit you for payment of salary with applicable taxes in lieu of full/remaining notice period or permit you for leave balance adjustment against notice period with applicable taxes and accordingly relieve you prior to completion of the stipulated notice period of 45/90 days as applicable. Also, an employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

b) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement, or any other agreement as signed by you during the course of employment.

On termination of your employment for any reason, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

8) International Assignment & Visa: For business requirements, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training, or knowledge transfer based on the Client's or Company's requirement. In this case, the company will incur considerable costs and expenses in orientation, training, Visa, and necessary arrangements for an employee. On completion of travel, the employee is expected to return to the base location in the home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to the home country or as agreed in the International assignment agreement. An employee on international travel, cannot initiate the separation process during the travel duration. The Employee needs to come back to the home country after completing the assignment and then initiate separation as per Employee Separation Policy, for the company to consider the same as valid resignation and separation.

In the event when an employee does not wish voluntarily to complete the period of six months or as agreed in the International assignment agreement after returning from international travel, the employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages as per the terms of International Assignment &

Visa Policy.

Employee during the course of employment shall abide by all terms & conditions as specified in **International Assignment & Visa Policy**.

9) Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law if required as per business needs. This is subjected to change from time to time as per management discretion.

10) Benefits: You shall be eligible for Group medical insurance, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At YASH; you and your family (spouse & 2 dependent children, if any) will be benefited under **Group Medical Insurance** benefit plan which provides safety net for Rs. **5 Lakh floater cover** & Personal Accidental Insurance. Total cost of this Insurance Benefit is included in your compensation structure under the component name of Insurance Benefit. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

11) Notice Period Buy-Out: If Company specifically requests you to join its services forthwith, the following Stipulations are applicable for Reimbursement of Notice Period Pay:

- The claim should be submitted after completion of one month of service with the company from the date of your joining.
- Mode of payment towards the balance/full amount for the final settlement if any; needs to be made either by DD or by Cheque.
- Leave encashment adjusted against notice period in the final settlement will be paid for earned/privileged leaves only.
- The amount payable will be recoverable along with the Full & Final Settlement in case you leave the services of the company before completion of twelve months from the date of your joining.

The following documents will be required in original for claiming the Notice period buy-out:

- Written communication/written approval from YASH HR.
- Details of Full & Final settlement on your previous company's letterhead / official document in ORIGINAL duly attested by the previous employer.
- In case of balance/full amount payment for final settlement; Photostat copy of DD & receipt of the same from the previous employer **or** photostat copy of cheque & bank statement reflecting the cheque clearance.

12) Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of the recruitment & selection process. The company reserves the right to do employment verification, background verification, and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

13) Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per the policy of the company.

14) Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to the

exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals, or any other courts or authority of whatsoever nature.

15) Rules and Regulations:

- Your appointment will be governed by the policies, rules, regulations, and procedures of YASH Technologies as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of YASH or client you shall abide by the policy and the terms and conditions as applicable thereof.
- Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit, and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.
- The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently, and to the best of ability to perform all responsibilities and ensure results.
- You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual, and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care, or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 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 the prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

16) Non-Compete Agreement: Except on behalf of YASH; you can't work/render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with YASH & for a period of 12 months from the date of leaving the services of the company.

17) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting, and/or related services ("Work") for its End Clients from time to time. The company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or have the opportunity to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under an Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary for the performance of the Work assigned to you).

Employee undertakes and agrees to:

- Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to

manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.

- To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
- Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
- Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
- Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

All global rules and regulations, laws, procedures related to Confidentiality, and Data Protection shall apply to an employee as it is as the same is applicable to the Company in pursuant to the Service Agreement entered with its End Clients. This obligation of Confidentiality and Data Protection shall survive forever even after termination or your resignation with the Company.

In the event, where you will be obligated to disclose any Confidential Information or Personal Identifiable Information as a result of a court order or pursuant to governmental action, then you shall immediately inform the Company within a reasonable time so that the Company or such Individual will get an opportunity to raise the objections to such disclosures of Confidential Information or Personal Identifiable Information to the relevant authority.

Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance, or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information (“PII”)

“Confidential Information” shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names, and addresses of whatsoever nature, trade dress, copyrights, patents (including applications, continuations, reissues, and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client’s trade secrets.

“Personal Identifiable Information” (PII) shall means

- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

18) Ownership of Inventions: “Inventions” are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise, the underemployment on which you are directly

or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title, and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in India, the United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledges and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty-free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

19) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in Annexure-II. Please note that all documents mentioned in Annexure-II are mandatory & you'll not be allowed to join without them.

20) Acceptance: We request you to go through the offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before the date of joining, whichever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or costs, etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause 15,16 & 17 of this letter will survive even after termination, or cancellation of this offer letter or resignation of the employee.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Sunil** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

February 4, 2022

CONFIDENTIAL

Puneet Khushalani
297, Panchwati Colony
Airport Road
Bhopal, Madhya Pradesh 462030

Dear Puneet:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Decision Analytics Associate - Intern in our Business Consulting group, to be based in our Pune office with a start date of February 21, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of February 21, 2022. The internship will last till July 31, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

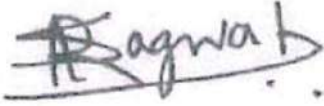
We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until February 11, 2022.

The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.

We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,

A handwritten signature in black ink that reads "Rohit Bhagwat". The signature is written in a cursive style with a horizontal line underneath.

Rohit Bhagwat
Office Managing Principal

Signature:

A handwritten signature in blue ink that reads "Puneet". The signature is written in a cursive style with a horizontal line underneath.

Name as it appears on PAN card or passport: **Puneet Khushalani**

Date Signed: **10/02/2022**

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
Meal Allowance (ZS will provide a meal allowance of INR 5500 per month, through payroll)	66,000
Retirals	10,000
Gratuity - payable on completing 5 years of continuous service with ZS India Private Limited as per the Payment of Gratuity Act 1972 (first year's provision)	
Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.

1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1390318/3.0

Confidential

Sep 10, 2021

Aayush Bansal
446 Simrol
Indore

Dear Aayush,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:**Salary -**

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **September 23, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period. The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at apoorva_kambli@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter. Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process. I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **Sep 10, 2021**Grade: **3.0**Location: **Pune**Name: **Aayush Bansal**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		31,778
	Total for the year [M * 12] [A]		381,336
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		43,008
III	Annual Component		
	Provision for your gratuity [C]	4%	5,664
	Annual Gross Salary [A + B + C]		430,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		471,008

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance
- Personal Accident
- Medicaclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Accept the offer

S.No	University Roll No	First Name (As per 10th Marksheet or Aadhar Card)	Last Name (As per 10th Marksheet or Aadhar Card)
85	DE18144	RAHUL	RATHORE
448	DE18487	Abhishek	Suryavanshi
992	DE18373	Akshit	Kotia
1079	DE18618	AMAN	AMALNERKAR
1267	DE18496	ANIKET	TIRKEY
1918	DX1701011	Ashwin	Choudhary
2442	DE19646	Bharti	Patel
2570	DE18649	P BIPASHA	BAGHSAWAR KOSHTI
3253	DX2000313	Deepika	Rajput
4178	DE18403	Gourav	Dakse
4672	De18308	Harshit	Thakur
4743	DX1600943	Sudhir	Modi
5397	DX1600894	Kapil	Parmar
6025	DE19658	Dheeraj	Kumbhar
6899	DE18422	MIHIR	DESHPANDE
8073	DE18469	Sunil	Parihar
9251	DE18566	rajesh	vaskel
9644	DE18654	Rahul	Kathane
9665	DX2000737	Rishabh	Yadav
9749	DX1701058	Riya	Rajawat
10140	DE18343	Sagar	Jaiswal
10884	DX1600933	Satyaprakash	Singh
11117	DX1701069	Shailendra	Kaithwas
11956	DX2000462	Vaishali	Soni
12680	DX1701078	Suraj	Mujalde
13029	DX1706422	Tanaya	Tiwari
13413	DX1706305	Vaishali	Chouhan
13503	DE18160	Vanshita	Rathore

Primary Email Id (College Email ID not eligible)	Mobile Number	Current Degree	Current Stream
18bcv044@ietdavv.edu.in	8982667022	B.E	Civil Engineering
abhisheksuryavanshi2809@gmail.com	6265684292	B.E	Information Technology
akshitkotia2000@gmail.com	8871318925	B.E	Electronics and Telecommunications Engineering
amanamalnerkar@gmail.com	6266347572	B.E	Mechanical Engineering
aniket55tirkey@gmail.com	9826846115	B.E	Information Technology
ashwinchoudhary1801@gmail.com	9425149046	M.C.A	Computer Applications
bhartipatel1903@gmail.com	7354122044	B.E	Computer Science Engineering
bipashabaghswar123@gmail.com	9131460484	B.E	Mechanical Engineering
deepikarajput2702@gmail.com	7772825733	M.C.A	Computer Applications
gouravdakse23@gmail.com	7389407838	B.E	Electronics and Telecommunications Engineering
hnathakur29@gmail.com	9893438042	B.E	Electrical and Instrumentation Engineering
iammodi65@gmail.com	8305644851	M.C.A	Computer Applications
kaplparmar@gmail.com	9584690934	M.C.A	Computer Applications
kumbhardheeraj0@gmail.com	8319091748	B.E	Electrical and Instrumentation Engineering
mihirdeshpande5599@gmail.com	9977034864	B.E	Electronics and Telecommunications Engineering
pariharsunil428@gmail.com	9981388847	B.E	Electronics and Telecommunications Engineering
rajeshvaskel199@gmail.com	7049508384	B.E	Information Technology
rhlkathane@gmail.com	7509297960	B.E	Mechanical Engineering
rishabh98yadav@gmail.com	9111308526	M.C.A	Computer Applications
riyarajawat20@gmail.com	7224013339	M.C.A	Computer Applications
sagarjaiswal7898@gmail.com	7229963860	B.E	Electrical and Instrumentation Engineering
satyasingh02019@gmail.com	9039567225	M.C.A	Computer Applications
shailendrakaithwas1@gmail.com	7974081332	M.C.A	Computer Applications
sonivaishali939@gmail.com	7441169477	M.C.A	Computer Applications
surajmujalde786@gmail.com	9111767816	M.C.A	Computer Applications
tanyatiwari3101@gmail.com	9329272000	M.C.A	Computer Applications
vaishalichouhan818@gmail.com	9575144818	M.C.A	Computer Applications
vanshita.rathore17@gmail.com	8305647776	B.E	Civil Engineering

Current College Name (As per university registration)	YOP
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022
International Institute of Professional Studies, Devi Ahilya Vishwavidyalay	2022
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022
School of Computer Science and Information Technology, Devi Ahilya Vishwavidyalay	2022
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022
International Institute of Professional Studies, Devi Ahilya Vishwavidyalay	2022
International Institute of Professional Studies, Devi Ahilya Vishwavidyalay	2022
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022
School of Computer Science and Information Technology, Devi Ahilya Vishwavidyalay	2022
International Institute of Professional Studies, Devi Ahilya Vishwavidyalay	2022
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022
International Institute of Professional Studies, Devi Ahilya Vishwavidyalay	2022
International Institute of Professional Studies, Devi Ahilya Vishwavidyalay	2022
School of Computer Science and Information Technology, Devi Ahilya Vishwavidyalay	2022
International Institute of Professional Studies, Devi Ahilya Vishwavidyalay	2022
School of Computer Science and Information Technology, Devi Ahilya Vishwavidyalay	2022
School of Computer Science and Information Technology, Devi Ahilya Vishwavidyalay	2022
Institute of Engineering and Technology, Devi Ahilya Vishwavidyalay	2022



February 15, 2022

Dear saksham gupta,

Sub: Letter of Engagement as Intern

We are pleased to inform you that you have been selected for undergoing Internship in our organization Wipro Limited (Wipro) as Intern under the following terms and conditions:

1. Nature of Engagement

You will be engaged as an **Intern at Wipro**.

2. Duration of training

The duration of **internship** will be from **February 21, 2022 to April 30, 2022**. During this period, Wipro shall evaluate your performance. Unless Wipro extends the period of internship, in writing, solely at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

3. Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of Interview. If any declaration or information furnished to Wipro proves to be false or if you have wilfully suppressed any material information, in such case, you will be liable to removal from training without any notice.

4. Obligations and Responsibilities

- a. During your internship period, Wipro expects you to undergo training in any department / section in which you are placed with high standard of initiative and efficiency. You shall devote yourself exclusively for undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business (except as share-holder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Wipro. You will be governed by the service rules / standing orders, policies and regulations as may be promulgated by Wipro from time to time in relation to conduct, discipline and other matters. You will not seek membership of any local or public bodies without first attaining specific permission from the appointing authority at Wipro. You are expected to comply with the policies of Wipro including the Code of Business Conduct and other policies of Wipro as they form an integral part of the terms of your training with Wipro.

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of Wipro and appropriate disciplinary action will be initiated.

- b. During the training period, if you conceive any new or advanced method of improving processes / formulae / systems in relation to the Business or Trade of Wipro, such developments will be fully communicated to Wipro and will be the sole property of Wipro. 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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required

under obligation of law or as may be required by Wipro and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Wipro.

- c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements, administrative and organization matters of confidential or secret nature, which you may come across during your training period or become known to you by virtue of your undergoing training in Wipro or otherwise.
- d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

5. Posting

During your training period, you are liable to be transferred or assigned to training in any division / department / establishment or location at which Wipro or its associate companies have their offices or operation and whether at present existing or which may be set up in future at any time and at any place in India, without any increase in stipend. On such posting, you will be governed by the policies, rules and regulations as applicable in that Unit / Branch / Establishment.

6. Travel

You will be required to undertake travel as required by Wipro and you will be paid travel expenses as per Wipro rules.

7. Termination

Notwithstanding any of the clauses of this letter of engagement, Wipro reserves the right in its sole discretion of terminating this agreement during the training period without assigning any reason by giving one week's (7 days) notice or payment of one week's stipend, in lieu of notice.

8. Training Hours and Holidays

As an intern you will be called upon to undergo training during the hours and days as may be fixed by Wipro. Normally all Sundays will be weekly holidays together with all National and Festival Holidays observed by the establishment.

9. After completion / termination of internship

On completion / termination of internship, you will immediately surrender to Wipro all specifications, documents, literature, drawings, records etc. belonging to Wipro or relating to its Businesses and shall not take or retain any copies of the said items.

10. Date of commencement of training

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement within one week, duly signed by you, in token of your acceptance of the offer and report for training on or before the date of commencement of training. While reporting for training, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,
For Wipro Limited,



Aparna Shailen
General Manager - Human Resources

Endorsement:

1. I accept the terms and conditions stipulated in the above letter of engagement.

2. I shall report for internship on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I saksham gupta, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

- a. validating my curriculum vitae and retaining records on the same for any future reference/verification;
- b. processing my application for internship including background verification checks;
- c. Internship related actions including record keeping, processing training stipend and any action required in the context of my training with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

ANNEXURE II

CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT

This non-disclosure agreement ("**Agreement**") is made on this the [] day of [] between

Wipro Limited, a public limited Company incorporated under the Indian Companies Act, 1913, and existing under the Indian Companies Act, 1956, having its registered office at Dodda Kannelli, Sarjapur Road, Bengaluru 560-035.

And

_____[Name of the Intern], S/o / D/o

Residing at _____

(Hereinafter referred to as "**Intern**" which expression shall mean and include his/her representatives in interest, assurers and guarantors).

WHEREAS:

The Intern has expressed his/her desire to be trained with Wipro for a period of _____ ("**Internship Period**");

Wipro has accepted the Intern's application subject to the Intern adhering to and complying with certain covenants governing his or her movement within Wipro premises, conduct, and other tasks whatsoever which they may be allotted from time;

During the term of the internship, the Intern may have access to certain information which may be proprietary and/or of confidential nature ("**Confidential Information**", as more particularly described below).

NOW THEREFORE in consideration of the Agreement herein by the parties hereto and such additional promises and understandings as are hereinafter set forth, the parties agree as follows:

1. For purposes of this Agreement, "**Confidential Information**" means, with respect to Wipro, any and all information in written, representational, electronic, verbal or other form that is disclosed to Intern by Wipro or which Intern becomes

aware of in the course of the internship, including without limitation, information relating directly or indirectly to the present or potential business, operation or financial condition, pricing, legal cases pertaining Wipro, marketing plans or strategy, volumes, services rendered, customers' and suppliers' names or lists, any customer information, financial or technical or service matters or data of or relating to Wipro and any information identified as being proprietary and/or confidential and any information which might reasonably be presumed to be proprietary or confidential in nature, excluding any such information which (i) is known to the public (through no act or omission of Intern in violation of this Agreement); (ii) was known to Intern prior to its disclosure under this Agreement; or (iii) is required to be disclosed by governmental or judicial order, in which case Intern shall give Wipro prompt written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment and also to enable Wipro to seek a protective order or other appropriate remedy.

2. Nothing contained hereunder shall be construed as creating, conveying, transferring, granting or conferring by Wipro on Intern any rights, license or authority in or to the Confidential Information.
3. Intern agrees and undertakes that he/she shall not disclose or make available to any person (including the Institute) reproduce or transmit in any manner, or use (directly or indirectly) for his/her own benefit or the benefit of others, any Confidential Information, including without limitation, the use of the Confidential Information in any thesis or report required to be submitted by Intern under any course. Intern undertakes that he/she will not, without prior written consent of Wipro, use any Confidential Information in any of her future projects or presentations for any person, including the institute, nor shall he/she use any of the Confidential Information in his/her resumes or any application for prospective employment.
4. Intern shall use and/or protect the Confidential Information received by him/her with utmost degree of care and diligence.
5. Intern agrees that upon (i) termination/expiry of Internship Period, or (ii) at any time during its currency, or (iii) on Intern ceasing to be an Intern of Wipro, Intern shall promptly deliver to Wipro the Confidential Information and copies thereof in his/her possession or under his/her direct or indirect control, and shall destroy all memoranda, notes and other writings prepared by him/her or his/her subordinates based on the Confidential Information.
6. Intern acknowledges that the Confidential Information coming to his/her knowledge may relate to and/or have implications regarding the future strategies, plans, business activities, methods, processes and or information of Wipro or its affiliated companies which could afford third parties certain competitive and strategic advantage. Intern shall ensure that the use of such Confidential Information by the Intern shall not jeopardize or adversely affect in any manner such future strategies, plans, business activities, methods, processes, information, and/or competitive and strategic advantage of Wipro.
7. Intern acknowledges the quantum of damages and/or losses that Wipro may suffer as a result of the breach of this Agreement by the Intern and therefore, agrees to indemnify and keep indemnified Wipro against all loss or damage, which Wipro may suffer as a result of any such breach.
8. Intern hereby acknowledges and agrees that in the event of a breach or threatened breach by Intern of the provisions of this Agreement, Wipro shall without prejudice to any of its rights under this Agreement or in law have the right to claim damages and shall also be entitled to injunctive relief against such breach or threatened breach by Intern.
9. No failure or delay by Wipro in exercising or enforcing any right, remedy or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise or enforcement of any right, remedy or power preclude any further exercise or enforcement thereof or the exercise of enforcement of any other right, remedy or power.
10. This Agreement will be governed exclusively by the laws of India and, jurisdiction shall be vested exclusively in the courts at Bengaluru. This Agreement shall not be amended, assigned or transferred by either party without obtaining the written consent of Wipro.
11. The obligations of confidentiality shall survive the expiry or termination of the internship. Nothing in this Agreement is intended to confer any rights/remedies under or by reason of this Agreement on any third party.
12. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken from this Agreement and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the date and year written above.

Yours sincerely,

For Wipro Limited,



Aparna Shailen
General Manager - Human Resources

Accept

Decline

Intern Name: saksham gupta

Signature saksham gupta 15/2/2022 4:13 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

Sensitivity: Internal & Restricted

[22855964](#)



02-Dec-2021

Geetansh Agrawal
B.E. Mechanical Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Geetansh Agrawal,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



Credit Suisse - Onboarding Instructions for 2022 Technical Analyst Role

1 message

Jahagirdar, Anand A. <anand.jahagirdar@credit-suisse.com>

Fri, Feb 4, 2022 at 20:42

To: neil.poonatar@gmail.com <neil.poonatar@gmail.com>, sarthaklaghate7@gmail.com <sarthaklaghate7@gmail.com>, amannit24@gmail.com <amannit24@gmail.com>, vamshin2000@gmail.com <vamshin2000@gmail.com>, yadavak18.comp@coep.ac.in <yadavak18.comp@coep.ac.in>, phandah18.comp@coep.ac.in <phandah18.comp@coep.ac.in>, kondevp18.comp@coep.ac.in <kondevp18.comp@coep.ac.in>, sadavartepn18.comp@coep.ac.in <sadavartepn18.comp@coep.ac.in>, narkarva18.comp@coep.ac.in <narkarva18.comp@coep.ac.in>, alonedv18.comp@coep.ac.in <alonedv18.comp@coep.ac.in>, kotkarms18.comp@coep.ac.in <kotkarms18.comp@coep.ac.in>, ranadhruv975@gmail.com <ranadhruv975@gmail.com>, yuktaxs2000@gmail.com <yuktaxs2000@gmail.com>, abhinavkumar2801@gmail.com <abhinavkumar2801@gmail.com>, meenukanneth@gmail.com <meenukanneth@gmail.com>, sanchitraina1999@gmail.com <sanchitraina1999@gmail.com>, parthjoshipict@gmail.com <parthjoshipict@gmail.com>, janhavideshmane121@gmail.com <janhavideshmane121@gmail.com>, harshad.gm@gmail.com <harshad.gm@gmail.com>, amtulmaswaraahmed@gmail.com <amtulmaswaraahmed@gmail.com>, mahimayadav_18041@aitpune.edu.in <mahimayadav_18041@aitpune.edu.in>, narendra.yadav789789@gmail.com <narendra.yadav789789@gmail.com>, gaurav.patil@spit.ac.in <gaurav.patil@spit.ac.in>, rashi.bhansali18@vit.edu <rashi.bhansali18@vit.edu>, anushka.bhave18@vit.edu <anushka.bhave18@vit.edu>, sejaljaiswal1430@gmail.com <sejaljaiswal1430@gmail.com>, saloni.sushree@gmail.com <saloni.sushree@gmail.com>, sakshi.oswal18@vit.edu <sakshi.oswal18@vit.edu>, supriya.negi.5@gmail.com <supriya.negi.5@gmail.com>, kmayank277@gmail.com <kmayank277@gmail.com>, akolkar.prasanna@gmail.com <akolkar.prasanna@gmail.com>, vedant.mahajan18@vit.edu <vedant.mahajan18@vit.edu>, raj.rajhans18@vit.edu <raj.rajhans18@vit.edu>, ashishkite88@gmail.com <ashishkite88@gmail.com>, gaurisunilbharat@gmail.com <gaurisunilbharat@gmail.com>, soham.vaidya@spit.ac.in <soham.vaidya@spit.ac.in>, aashigangrade06@gmail.com <aashigangrade06@gmail.com>, sharadsharma8959@gmail.com <sharadsharma8959@gmail.com>, 176ayush@gmail.com <176ayush@gmail.com>, vradhi.s2402@gmail.com <vradhi.s2402@gmail.com>, aman.gaud16@gmail.com <aman.gaud16@gmail.com>, rishabhranka9324@gmail.com <rishabhranka9324@gmail.com>, aishwaryashah1235@gmail.com <aishwaryashah1235@gmail.com>, sohaniatharva@gmail.com <sohaniatharva@gmail.com>, nancynancybansal@gmail.com <nancynancybansal@gmail.com>, deepak.patil19@vit.edu <deepak.patil19@vit.edu>, abrar.momin19@vit.edu <abrar.momin19@vit.edu>, jaydeep.desai18@vit.edu <jaydeep.desai18@vit.edu>, mayank.singh19@vit.edu <mayank.singh19@vit.edu>, shubhamanand_18455@aitpune.edu.in <shubhamanand_18455@aitpune.edu.in>, shrutikothari1406@gmail.com <shrutikothari1406@gmail.com>, mansisinghal50@gmail.com <mansisinghal50@gmail.com>, lopamudragiri2@gmail.com <lopamudragiri2@gmail.com>, nihilisahu12345@gmail.com <nihilisahu12345@gmail.com>, safalya16@gmail.com <safalya16@gmail.com>, adrenine13@gmail.com <adrenine13@gmail.com>, shrusti1350@gmail.com <shrusti1350@gmail.com>, ruchitasidar@gmail.com <ruchitasidar@gmail.com>, samikshabhavsar1999@gmail.com <samikshabhavsar1999@gmail.com>, aakankshasolanki70@gmail.com <aakankshasolanki70@gmail.com>, anjalibundela2708@gmail.com <anjelibundela2708@gmail.com>, chhipahifza09@gmail.com <chhipahifza09@gmail.com>, ruba.ansari233@gmail.com <ruba.ansari233@gmail.com>, shukla.siddharth016@gmail.com <shukla.siddharth016@gmail.com>, mandlejahnvi@gmail.com <mandlejahnvi@gmail.com>, manasvi111.kaplay@gmail.com <manasvi111.kaplay@gmail.com>, saharshnigam99@gmail.com <saharshnigam99@gmail.com>, varun.bhalla0801@gmail.com <varun.bhalla0801@gmail.com>, balaharode@gmail.com <balaharode@gmail.com>, jastuteja729@gmail.com <jastuteja729@gmail.com>, pranav12verma@gmail.com <pranav12verma@gmail.com>, pshruti1171@gmail.com <pshruti1171@gmail.com>



Provided by **zoom**

Dear Technical Analyst,

Congratulations once again in your selection for 2022 Technical Analyst role with Credit Suisse.

Please accept this invite to brief you on the Onboarding process and mandatory documentations requirement.

Join Zoom Meeting

Meeting URL:	https://credit-suisse.zoom.us/j/93136581162?pwd=bDFib2ZzRGo4czl2ZXJYckN2aFNldz09
Meeting ID:	931 3658 1162
Password:	923317

Regards,

Anand Jahagirdar

=====
Please access the attached hyperlink for an important electronic communications disclaimer:
http://www.credit-suisse.com/legal/en/disclaimer_email_ib.html
=====



You have a job offer for Digital Specialist Engineer role at Infosys

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>
To: yashakotkar@gmail.com <yashakotkar@gmail.com>

Wed, 16 Feb, 2022 at 5:52 pm



Dear Yash Akotkar,

Congratulations!

You have cleared the interview round to receive a job offer for the **Digital Specialist Engineer** role at Infosys.

Digital Specialist Engineer is a niche technical role that requires full-stack capabilities and skills like analytics, artificial intelligence, automation, big data, cloud, cybersecurity, data consulting, digital commerce, interaction, and marketing. Digital specialist engineers work across Infosys business units on special projects to develop integrated applications and bring agility in development with DevSecOps culture.

The compensation offered for this role is **INR 6.25 LPA**.

Please note:

1. This is a conditional job offer subject to your background verification.
2. You might have appeared in PPI (Pre Placement Interview) for a different role. The role offered to you is at par with the assessment of your skills from the interview.

Please feel free to write to us at talent.acquisition@infosys.com for any clarifications.

Best Regards,

Talent Acquisition

Infosys



Billionbrains Garage Ventures Private Limited
Regd Office: Proms 1st Floor, 3H, 7th C Main Road
3rd Block, Koramangala, Bangalore – 560 034
CIN : U72900KA2018FTC109343

Offer Letter

July 23, 2021

Jatin Karla
DAVV Indore

Dear Jatin,

Congratulations!

We, at **Groww**, are pleased to offer Internship in SDET (QA) at our Company. As committed by you, the duration of the internship would be **6 months** starting from **December 13, 2021 to June 13, 2022**.

During the tenure of the internship, you will be paid a stipend of **Rs 45,000** per month in accordance with the Company's standard payroll schedule. Relevant TDS is applicable as per Income Tax norms.

Lastly, it is imperative to note that if any information that has been disclosed to the Company by you, whether before or after acceptance of this offer with the Company, is found to be incorrect or false or if it is discovered that any material particulars or information has been deliberately suppressed, this internship offer shall be void.

We are truly delighted to extend this internship to you.

Sincerely,

For, Billionbrains Garage Ventures Private Limited

Suma MN
Head – Human Resources



Billionbrains Garage Ventures Private Limited
Regd Office: Proms 1st Floor, 3H, 7th C Main Road
3rd Block, Koramangala, Bangalore – 560 034
CIN : U72900KA2018FTC109343

I, **Jatin Karla**, accept the above terms and conditions of the offer and agree to abide by them. I will be joining the Company on **December 13, 2021**.

Signature: _____

Name: **Jatin Karla**

Date: **24/07/2021**



Billionbrains Garage Ventures Private Limited
Regd Office: Proms 1st Floor, 3H, 7th C Main Road
3rd Block, Koramangala, Bangalore – 560 034
CIN : U72900KA2018FTC109343

Offer Letter

July 23, 2021

Kartik Jaiswani
DAVV Indore

Dear Kartik,

Congratulations!

We, at **Groww**, are pleased to offer Internship in SDET (QA) at our Company. As committed by you, the duration of the internship would be **6 months** starting from **December 13, 2021 to June 13, 2022**.

During the tenure of the internship, you will be paid a stipend of **Rs 45,000** per month in accordance with the Company's standard payroll schedule. Relevant TDS is applicable as per Income Tax norms.

Lastly, it is imperative to note that if any information that has been disclosed to the Company by you, whether before or after acceptance of this offer with the Company, is found to be incorrect or false or if it is discovered that any material particulars or information has been deliberately suppressed, this internship offer shall be void.

We are truly delighted to extend this internship to you.

Sincerely,

For, Billionbrains Garage Ventures Private Limited

Suma MN
Head – Human Resources



Billionbrains Garage Ventures Private Limited
Regd Office: Proms 1st Floor, 3H, 7th C Main Road
3rd Block, Koramangala, Bangalore – 560 034
CIN : U72900KA2018FTC109343

I, **Kartik Jaiswani**, accept the above terms and conditions of the offer and agree to abide by them. I will be joining the Company on **December 13, 2021**.

Signature: _____

Name: Kartik Jaiswani

Date: 24/07/2021



Billionbrains Garage Ventures Private Limited
Regd Office: Proms 1st Floor, 3H, 7th C Main Road
3rd Block, Koramangala, Bangalore – 560 034
CIN : U72900KA2018FTC109343

Offer Letter

July 23, 2021

Raj Porwal
DAVV Indore

Dear Raj,

Congratulations!

We, at **Groww**, are pleased to offer Internship in SDET (QA) at our Company. As committed by you, the duration of the internship would be **6 months** starting from **December 13, 2021 to June 13, 2022**.

During the tenure of the internship, you will be paid a stipend of **Rs 45,000** per month in accordance with the Company's standard payroll schedule. Relevant TDS is applicable as per Income Tax norms.

Lastly, it is imperative to note that if any information that has been disclosed to the Company by you, whether before or after acceptance of this offer with the Company, is found to be incorrect or false or if it is discovered that any material particulars or information has been deliberately suppressed, this internship offer shall be void.

We are truly delighted to extend this internship to you.

Sincerely,

For, Billionbrains Garage Ventures Private Limited

Suma MN
Head – Human Resources



Billionbrains Garage Ventures Private Limited
Regd Office: Proms 1st Floor, 3H, 7th C Main Road
3rd Block, Koramangala, Bangalore – 560 034
CIN : U72900KA2018FTC109343

I, **Raj Porwal**, accept the above terms and conditions of the offer and agree to abide by them. I will be joining the Company on **December 13, 2021**.

Signature: Raj

Name: Raj Porwal

Date: 24/07/2021



Billionbrains Garage Ventures Private Limited
Regd Office: Proms 1st Floor, 3H, 7th C Main Road
3rd Block, Koramangala, Bangalore – 560 034
CIN : U72900KA2018FTC109343

Offer Letter

January 31, 2022

Akshay Kumar Barya

Dear Akshay,

Congratulations!

We, at **Groww**, are pleased to offer Internship in Engineering at our Company. As committed by you, the duration of the internship would be **6 months** starting from **February 07, 2022 to August 07, 2022**.

During the tenure of the internship, you will be paid a stipend of **INR 61,000** per month in accordance with the Company's standard payroll schedule. Relevant TDS is applicable as per Income Tax norms.

Lastly, it is imperative to note that if any information that has been disclosed to the Company by you, whether before or after acceptance of this offer with the Company, is found to be incorrect or false or if it is discovered that any material particulars or information has been deliberately suppressed, this internship offer shall be void.

We are truly delighted to extend this internship to you.

Sincerely,

For, Billionbrains Garage Ventures Private Limited

Suma MN

Head – Human Resources



Billionbrains Garage Ventures Private Limited
Regd Office: Proms 1st Floor, 3H, 7th C Main Road
3rd Block, Koramangala, Bangalore – 560 034
CIN : U72900KA2018FTC109343

I, **Akshay Kumar Barya**, accept the above terms and conditions of the offer and agree to abide by them. I will be joining the Company on **February 07, 2022**.

Signature: _____

Name:

Date:



28-Jan-2022

Dear Harshvardhan Thakur,
B.E., Computer Science & Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Candidate ID – 19936930

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

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. In addition, there will be an one time skill bonus of INR **25,000/-** given based on your skill proficiency. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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

Please note:

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

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

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

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

At Cognizant, we invest in skill and capability development of our campus selects even before they join us.

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

3.1 Cognizant Internship (If offered to you):

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program
- c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

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

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Harshvardhan Thakur	Designation: Programmer Analyst Trainee
----------------------------------	--

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

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

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

Leave & Vacation:

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

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

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

Provident Fund Wages:

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

Employees State Insurance:

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

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

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

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

****** Skill Bonus**

We wish to inform you of an additional one time skill allowance of INR 25,000/- based on your skill proficiency and this will be paid on completion of 4 months in Cognizant. Kindly note that this one time skill allowance will be subject to statutory and income tax deductions as applicable and will be recovered in case you leave us within one year of joining.

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

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

AND

Harshvardhan Thakur, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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

RECITAL:

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

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

1. Duties and Responsibilities

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

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

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

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

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

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

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

18. Dispute Resolution and Governing law

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

19. General

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

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

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

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

Cognizant Technology Solutions India Private Limited

Harshvardhan Thakur

Sign: _____

Sign: _____

Name:

Name:

Offer cum Employment Agreement

August 31, 2021

Dear **Hemant Gupta**,

Thank you for your interest in working for our organization. Having successfully passed the interviews we are pleased to offer you a position with Juspay Technologies Private Limited. It is my pleasure to extend the following offer of employment to you on behalf of Juspay. If you accept this Offer you will be designated as “ **Associate Software Development Engineer**” and you will join us at our Bangalore office.

This Offer will be subject to the execution of the Agreement and the Proprietary Information and Invention Agreement. Your employment with the Company will also be governed by the policies, rules and guidelines of the Company as may be formulated by the Company from time to time.

The overall CTC offered to you is **INR 10,00,000 per Annum (Ten Lakhs Only)**. Detailed break up available in the Agreement a copy of which has been annexed as Annexure 1 hereto.

This Offer with Juspay is subject to the successful verification of information provided by you.

By accepting this Offer you are also confirming that: -

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions;
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company;
3. Juspay is not liable for any past dues owed by you as part of termination of any previous employments;
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

This Offer will be valid for 1 weeks from the date of this letter. If this Offer is acceptable to you, please convey your acceptance to the Company by (a) email or telephone; and (b) providing a signed copy of this Offer letter by post or email. If we do not hear back from you within a period of 2 weeks from the date of this Offer, this Offer will be deemed to be cancelled and we are not obliged to hold the position open for you.

Due to the pandemic situation we are continuing “Work from Home”, till the further communication. However, being physically present in office totally depends on an individual’s discretion or choice provided they take care of all the necessary precautions and follow the government guidelines related to COVID -19.

If you accept this Offer you are required to join on **August 01, 2022**. It is clarified that your joining will be subject to the execution of the Agreement and the Proprietary Information and Invention Agreement. If you are unable to report on the Joining Date you are requested to inform the Company in writing of the delay.

The following documents are required to be produced at the time of joining of the Company. Please provide originals and self-attested Xerox copies; originals will be returned after verification.

1. Relieving Letter from all your previous employers;
2. Salary slip or salary certificate from most recent employer;
3. Experience Certificate from all previous employers;
4. Proof of Academic Qualification (Class 10th Equivalent and above);
5. Proof of identity i.e. PAN card, driving license, Electoral card;
6. Photographs (3 copies).

We take great pleasure in welcoming you to the Company and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We hope you will find this Offer acceptable and wait to welcome you to the Juspay family.



For Juspay Technologies Private Limited
Vimal Kumar, Director

Acceptance of Offer

I understand and accept the Offer along with terms and conditions, and annexure(s) set forth herein by signing at the end of this document and here under.

Candidate Signature

Name

Place and Date

Annexure 1

EMPLOYMENT AGREEMENT

This contract of employment ("**Agreement**") is made and entered into between Juspay Technologies Private Limited ("**Company**"), with its place of business at No. 444, Stallion Business Centre, 18th Main, 6th Block, Koramangala Bengaluru KA 560095, India and, "**Hemant Gupta**" an individual. You are required to initial all pages and sign at the end of this document to signify your acceptance of the terms contained under this Agreement.

1. Commencement and Terms of Employment

a. Your effective date of employment will be **August 01, 2022** ("**Tentative Date**").

b. You agree that you will at all times faithfully, industriously, and to the best of your skill, ability, experience and talents, perform all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with this Agreement, all company policies, procedures, rules and regulations, both written and oral, as are announced by the Company, from time to time. It is also understood and agreed to by you that your assignment, duties and responsibilities and reporting arrangements may be changed by the Company, in its sole discretion, without causing termination of this Agreement. This Agreement provides a summary of the main terms and conditions of your employment with the Company. You will be required to comply with Company policies and procedures with respect to reimbursement claims, Leave & Holidays, Sexual Harassment, Use of Technology and such other policies as the Company may bring into effect during anytime of your employment.

2. Place of Posting and Assignment: Your regular place of work will be Bangalore, India. However, you may be required to travel to other places for induction, training or for other official purposes.

3. Probation: You will initially be on probation for a period of six months from your date of joining. Based on satisfactory performance, you will be considered and confirmed at the end of six months unless otherwise communicated. During the probation period you will be eligible for select benefits.

4. Compensation:

(a) Your CTC will be **INR 10,00,000 per Annum (Ten Lakhs Only)**. The CTC is payable subject to deductions under applicable laws, including without limitation the usual deductions for taxation. You will find the detailed break-up of your CTC in Annexure 1 hereto. Your CTC may be varied by the Company from time to time at the sole discretion of the Company.

5. Incentives and Benefits: The Company may grant you bonus, royalty, commission, and/or any other incentive, at its sole discretion. You shall also be entitled to receive benefits applicable generally to the Company's employees (including without limitation coverage under a health insurance for employees, etc.) and other benefits provided to persons at the same level as you.

6. Past Record: If any declaration given or information furnished by you in the form of degree certificates or other documents to the Company is false and/or if you have willfully suppressed any material information, you may be removed from services without any notice or compensation in lieu, any time after the joining date.

7. Termination:

- (a) Your employment with the Company is at will and is not for a specified term. During the period of probation, the Company can terminate your employment by giving a written notice or salary in lieu of 14 days. On confirmation, this period shall be 30 days. However, in the event of gross misconduct or breach of the terms and conditions, the Company is entitled to terminate your employment with immediate effect. In this case the Company may offset and/or withhold any payment made or due to you.
- (b) Notice Period: In case you wish to terminate or formally resign from the employment with the Company you must serve a 60 days' notice period in writing to the Company. The Company may, at its sole discretion relieve you in less than 60 days, i.e. the stipulated notice period. Company may at its discretion permit you to (a) adjust vacation adjusted to the part of notice period (b) Pay the CTC in lieu of serving the requisite notice period prior to resignation.
- (c) Consequences of Termination. In the event of termination of this Agreement for any reason whatsoever, you will do the following:
 - a) handover charge to such person or persons as may be nominated by the Company in that behalf;
 - b) surrender to the management of the Company or any person nominated/authorized by it, all confidential information and property owned by the Company and which is in your possession or custody pertaining to or connected with the business of the Company or any subsidiary, associate or affiliate of the Company;
 - c) you shall duly certify in writing that (i) all confidential information and all properties belonging to the Company have been duly returned to the Company; and (ii) you acknowledge that you are not entitled to any severance upon termination of your employment and that except the unpaid remuneration for that particular month you have no claims against the Company and waive any claim you had or may have had against the Company.

8. Workplace Ethics: You will conform to industry standard Code of Business Conduct and comply with the policies and procedures lay down in the Company and communicated to you from time to time. These include guidelines on dual employment policy, leave policy, information technology policy, workplace harassment policy amongst others. You will maintain a professional work culture in the organization in terms of attire, company property maintenance and use.

9. Confidentiality: You shall not disclose any confidential information of the Company, trade secrets or know-how to any entity or any other third Party. You shall observe and abide by all the terms of the Proprietary Information and Invention Agreement attached as Annexure 2. Breach of any of the terms provided therein, will lead to immediate termination of your employment, in addition to pursuing any other remedies that the Company may have.

10. Vacation Policy: You are eligible for 18 days of privilege/earned leave every calendar year (January to December) and 12 days of sick leave every calendar year (January to December)

If you are employed for a portion of the year, this number is adjusted downwards accordingly and rounded up to the next whole number. Unused vacation/sick/festival leaves cannot be rolled into the next calendar year.

11. Office hour policy: 5 day work weeks. Work timings shall start not later than at 9.00 AM and you shall be required to work for eight (8) hours per day.

12. Non-compete clause: You shall not during the term of this Agreement, engage, directly or indirectly, either personally or through an agent, company or through a partnership or as a shareholder, employee, consultant, advisor, principal contractor or sub-contractor, director, or agent or in any other manner whatsoever, whether for profit or otherwise, in any business which competes with the business of the Company or which is a direct competitor of the Company. This clause shall also be applicable for a period of [6 months] from the date of termination of this Agreement, for any reason whatsoever. You agree and acknowledge that no separate non-compete fees is payable to you, and the consideration for the non-compete restriction contained herein is deemed to have been received under this Agreement. You also acknowledge the receipt and sufficiency of such consideration received towards the non-compete restriction contained herein.

13. Non-Solicitation: During the term of your employment and for one (1) year thereafter, you will not encourage or solicit any employee of the Company to leave the Company for any reason or to accept employment with any other Company. As part of this restriction, you will not interview or provide any input to any third party regarding any such person during the period in question. However, this obligation shall not affect any responsibility you may have as an employee of the Company with respect to the bona fide hiring and firing of Company personnel.

14. No Consultancy: You agree to devote all your business time and attention to the business and affairs of the Company and shall make best endeavors in promoting the Company's interests. You further agree that, during your employment with the Company, you will not provide consulting services to or become an employee of, any other firm or person whether engaged in a business in any way competitive with the Company or not, without first informing the Company of the existence of such proposed relationship and obtaining the prior written consent of your reporting manager and the human resource manager responsible in the Company.

15. You agree that you are employed on an "at-will" basis. This means that you have the right to resign and the Company has the right to terminate your employment at anytime for any reason with or without cause. You further agree that this term of this Agreement can only be modified by the Company and shall be duly executed by you and the Company.

16. Governing Law and Dispute Resolution. This Agreement shall be governed by the laws of India. You agree that the courts in Bangalore, Karnataka shall have exclusive jurisdiction in the event of any and all disputes that you have with the Company which arise out of your employment or under the terms of your employment.

17. If one or more provisions of this Agreement are held to be unenforceable under applicable law, such provisions shall be excluded from this Agreement and the balance of the Agreement shall be interpreted as if such provisions were so excluded and shall be enforceable in accordance with its terms.

18. You hereby authorize the Company to notify your new employer about your rights and obligations under this Agreement following the termination of your employment with the Company.

19. This Agreement read with the Proprietary Information and Invention Agreement and the ESOP Plan sets forth the entire agreement and understanding between the Company and you relating to the subject matter herein and merges all prior discussions, including but not limited to any and all statements made by any officer, employee or representative of the Company regarding the Company's financial condition or future prospects. You understand and acknowledge that, except as set forth in this Agreement read with the Proprietary Information and Invention Agreement (i) no other representation or inducement has been made to you, (ii) you have relied on your own

judgment and investigation in accepting the employment with the Company, and (iii) you have not relied on any representation or inducement made by any officer, employee or representative of the Company.

20. Modification. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by both the Parties. You understand and agree that any subsequent change or changes in your role, duties, salary or compensation will not affect the validity or scope of this Agreement.

21. This Agreement shall be effective as of the first day of your employment with the Company and shall be binding upon you, your heirs, executor, assigns, and administrators, and shall inure to the benefit of the Company, its subsidiaries, successors and assigns.

22. This Agreement along with the Proprietary Information and Invention Agreement attached as Annexure 2 to the offer letter supersedes any oral communications, commitments made by the company representatives in any of the clauses mentioned above.

23. Notice. Any notice or other communication to be given by either party to the other pursuant to this Agreement shall be made in writing and signed by or on behalf of the party giving it. It shall be served by letter or facsimile transmission or email and shall be deemed to be duly given or made when delivered (in the case of personal delivery), at the time of transmission (in the case of facsimile transmission or email, provided that the sender has received a receipt indicating proper transmission and a hard copy of such notice or communication is forthwith sent by prepaid post to the relevant address set out below) or 5 (five) days after being dispatched in the post, postage prepaid, by registered mail to such party at its address or facsimile number specified herein or at such other address or facsimile number as such party may hereafter specify for such purpose. The addresses, email address and fax numbers of the parties for the purpose of notices are as follows:

- (a) Employee: Hemant Gupta
E-mail : 22hemantgupta@gmail.com

- (b) Company: Juspay Technologies Pvt Ltd
Attention: Vimal Kumar
Address : No. 444, Stallion Business Centre, 18th Main, 6th Block,
Koramangala Bengaluru KA 560095
Email : vimal.kumar@juspay.in

A party may change or supplement the addresses given above, or designate additional addresses, for purposes of this clause 23, by giving the other party written notice of the new address in the manner set forth above.

24. Survival. Clauses 12 and 13 (Non-compete and Non-solicitation Obligations), Clause 9 (Confidentiality), Clause 23 (Notices) and Clause 16 (Governing Law & Dispute Resolution) shall survive termination of this Agreement.

IN WITNESS WHEREOF, the Parties have entered into this Agreement on the day and year first above written:

Signed & delivered for and on behalf of the)
within named Company by its Authorized)
Representative)

Vimal Kumar, Director)



Signed and delivered by the within named)

Hemant Gupta)

ANNEXURE 1 to the Agreement

CTC Break- Up:

Salary structure		
Salary structure		
CTC (INR)	10,00,000	
CTC (In Hand)	9,78,400	
Per Month	81,533	
Component	Per Annum	Per Month
Basic	5,00,000	41,667
House Rent allowance	2,00,000	16,667
Other allowance	2,78,400	23,200
Employer's contribution to PF	21,600	1,800
Total earnings (A)	10,00,000	81,534
<u>Less: Deduction per month:</u>		
Employees contribution to PF	21,600	1800
Professional tax		200
Tax deducted at source *		-
Total Deduction (B)		2000
Net take home (C = A-B)		79,534
* Based on total income at applicable income tax rates		
Other Benefits - Group Medclaim, Free Food, Gratuity and many others which sum up to 3 lakhs.		

Acceptance:

You have read this agreement carefully and you understand and accept the obligations which it imposes upon you without reservation. No promises or representations have been made to you to induce you to sign this agreement. You sign this agreement voluntarily and freely.

You understand and accept the offer along with terms and conditions set forth in letter of appointment, compensation details and all annexure attached by signing at the end of this document.

Candidate Signature.....

Date.....

Annexure 2

Proprietary Information and Invention Agreement

This Proprietary Information and Invention Agreement (“**Agreement**”) is made and entered into between Juspay Technologies Private Limited (“**Company**”), with its place of business at No. 444, Stallion Business Centre, 18th Main, 6th Block, Koramangala Bengaluru KA 560095 , India and “**Hemant Gupta**” an individual (“**you**”). You are required to initial all pages and sign at the end of this document to signify your acceptance of the terms contained under this Agreement.

1. You understand that the Company possesses and will possess Proprietary Information, which is important to its business. For the purposes of this Agreement, “Proprietary Information” shall mean any confidential and/or proprietary information belonging or relating to the Company or its vendors, customers or other third parties including the following (i) Intellectual Property Rights and details regarding the inventions, innovations, works or intellectual property rights, trade secrets, ideas and know-how including the Company Documents And Materials of the vendors, customers or other associates of the Company disclosed to you during the course of your employment with the Company; (ii) information relating to the development, utility, operation, functionality, performance, cost, present and proposed businesses, formulae, ideas, strategies, techniques, policy, data related to employees, present or proposed vendors/customers, research and development, financial statements, budgets and other financial details, business and marketing plans, forecasts, licenses, price lists, quotes, bids, controls, operating procedures, responsibilities, policies and procedures, software programs and files, operating manuals, user manuals, documentation etc; (iii) confidential and proprietary information of third parties, including former, existing or prospective agents, customers, partners, vendors, suppliers or affiliates; (iv) the terms and conditions of this Agreement; and (v) all record bearing media containing or disclosing the above information or techniques, whether identified as “confidential” expressly or not. The term ‘Proprietary Information’ shall not include (a) information that is publicly available through no fault of yours and (b) information disclosed by third parties without any obligation of confidentiality. You understand that your employment creates a relationship of confidence and trust between you and the Company with respect to Proprietary Information.

2. You further, understand that the Company possesses or will possess “Company Documents and Materials” which are important to, its business. For the purposes of this Agreement, “Company Documents and Materials” means Intellectual Property Rights or parts thereof, conceived, developed, or otherwise made by you, alone or jointly with other employees (a) in any way relating to the Company’s business; (b) during the course of your employment with the Company; (c) using tools, resources or materials belonging to the Company; (d) or based on material or information belonging to the Company; whether or not made during the your regular working hours or whether or not made on the Company’s premises.. “Intellectual Property Rights” shall mean any and all intellectual property rights, whether or not filed, registered or recorded and whether now or hereafter existing, filed, issued or acquired in relation to the business of the Company and the Company Documents and Materials including any improvements thereto in any and all parts of the world, including without limitation: (i) patents, patent disclosures, patent rights, know-how, including any and all divisions, re-issues, re-examinations, utility, model and design patents/ rights or any extensions thereof; (ii) rights associated with works of authorships, including without limitation, copyrights, copyright applications, copyright registrations; (iii) rights in trademarks, trademark registrations, and applications therefor, trade names, service marks, service names, logos, or trade dress and corporate names and other source indicators and registrations and applications for registration and foreign counterparts thereof, and the goodwill; (iv) rights relating to the protection of trade secrets and Confidential Information; and (v) internet domain names, internet and world wide web URLs or addresses; (vi) mask work rights, mask work registrations and applications therefore; (vii) all other intellectual property rights anywhere in the world including rights of privacy and publicity, whether or not requiring registration and whether or not such registration has been obtained thereof; (viii) designs including registrations and applications for registration thereof; (ix) computer software, data and documentation; (x) inventions, trade secrets, know-how, business intelligence and confidential business xi) proprietary information, whether patentable or non-patentable and whether or not reduced to practice; (xii) know-how, manufacturing and

Juspay Technologies Pvt Ltd

No.:444, Stallion Business Center, 18th Main, 6th Block, Koramangala, Bengaluru, Karnataka.
India-560095. Tel - +91- 080 - 40959660 ; Email ID : info@juspay.in, Website: www.juspay.in

product processes and techniques, and research and development information, financial, marketing and business data, pricing and cost information, business and marketing plans and customer and supplier lists and information, formulae, algorithms and blue prints and specifications both printed and electronic, manufacture and manufacturer part number, and bill of materials used in the manufacture of the product; and (xiii) copies and tangible embodiments thereof.

3. In consideration of your employment by the Company and the compensation received by you from the Company from time to time, you hereby agree as follows:

a. All Proprietary Information created during the course of your employment with the Company shall be the sole and absolute property of the Company from date of creation thereof. To the extent that the Company Documents and Materials or any portion thereof needs to be assigned to the Company to ensure that the Company is sole and absolute owner thereof, you hereby assign and agree to assign in the future to Company all rights, title, and interest in and to any and all of the portion of the Company Documents and Materials. To the extent permitted by applicable Law, the moral rights in relation to the Company Documents and Materials shall also vest in the Company. To the extent such moral rights cannot be assigned to Company and to the extent the following is allowed by the laws in any country where moral rights exist, you hereby unconditionally and irrevocably waive the enforcement of such moral rights, and all claim and cause of action of any kind against Company or related to Company's customers, with respect to such rights. You further confirm that your legal heirs shall not retain any moral rights in the Company Documents and Materials. You hereby irrevocably appoint the Company as your attorney for the purpose of (a) ensuring that the ownership of the Company Documents and Materials vests in the Company and (b) for the purposes of seeking registration or other statutory protection in relation to the Company Documents and Materials. You acknowledge that the Company has an interest in the agency and that the same may not be terminated to the prejudice of the Company. Termination of your employment shall not result in termination of the agency.

b. At all times, both during your employment by the Company and after its termination, you will keep in confidence and trust and will not use or disclose any Proprietary Information or anything relating to it without prior written consent of an officer of the Company, except as may be necessary in the ordinary course of performing your duties to the Company.

c. You agree to make and maintain adequate and current written records, in a form specified by the Company, of all inventions, trade secrets and works of authorship assigned or to be assigned to the Company pursuant to this Agreement. All Company Documents and Materials shall be the sole property of the Company. You agree that during your employment by the Company, you will not remove any Company Documents and Materials from the business premises of the Company or deliver any Company Documents and Materials to any person or entity outside the Company, except as required to do in connection with performing the duties of your employment. You further agree that, immediately upon the termination of employment for any reason, or during your employment if so requested by the Company, you will return all Company Documents and Materials, apparatus, equipment and other physical property, except only (i) your personal copies of records relating to your compensation; (ii) your personal copies of any materials n relating to the business and or work performed; and (iii) your copy of this Agreement.

d. You will promptly disclose in writing to your immediate supervisor, or to such other person designated by the Company, all "Inventions", which includes, without limitation, all software programs or subroutines, source or object codes, algorithms, improvements, inventions, works of authorship, trade secrets, technology, designs, formulas, ideas, processes, techniques, know-practice or developed by you, either alone or jointly with others, during the term of your employment. You agree that all such Inventions which you make, discover, conceive, reduce to practice or develop (in whole or in part, either alone or jointly with others) during your employment shall be sole property of the Company. Further, you will also disclose to the Promoters of the Company all Inventions made, discovered, conceived, reduced to practice, or developed by you within six (6) months after the termination of your employment with the Company which resulted, in whole or in part, from replication, reverse engineering or re-compiling form your employment with the Company.

e. You acknowledge that the Company shall be the sole owner of all Intellectual Property Rights in connection with Inventions that are the solely designed by the Company or its employee. You further acknowledge and agree that such Inventions, including, without limitation, any computer programs, programming documentations, and other works of authorship, are works made for hire for purposes of the Company's rights under copyright and/or other IP laws. You hereby assign to the Company any and all rights, title and interest you may have or acquire in such Inventions. If in the course of your employment with the Company, you incorporate into a Company product, process or machine a prior Invention owned by you or in which you have interest, the Company is hereby granted and shall have a non-exclusive, royalty-free, irrevocable, perpetual, sub-licensable, worldwide license to make, have made, modify, use, market, sell and distributed such prior Invention as part of or in connection with such product, process or machine.

f. You agree to perform during and after your employment, all acts deemed necessary or desirable by the Company to permit and assist it, at the Company's expense, in further evidencing and perfecting the assignments made to the Company under this Agreement and in obtaining, maintaining, defending and enforcing patents, patent rights, copyrights, trademark rights, trade secret rights or any other rights in connection with such Inventions and improvements thereto and any and all countries. Such acts may include, but are not limited to, execution of documents and assistance or co-operation in legal proceedings, including the perfection of assignment and the prosecution and issuance of patents, patent applications, copyright applications and registrations, trademark applications and registrations or other rights in connection with such Inventions and improvements thereto with the same legal force and effect as if executed by you.

g. You shall keep confidential the Proprietary Information and not disclose the same to any third party or use the same for your benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company;

4. Dispute Resolution. All disputes and differences arising out of or in connection with any of the matters set out in this Agreement ("**Dispute**"), if not resolved by amicable settlement within 30 (thirty) days from the Dispute, shall be finally and conclusively determined by arbitration by a sole arbitrator mutually appointed by the Parties to the dispute, in accordance with the Arbitration and Conciliation Act, 1996, of India, for the time being in force.

- i. The arbitrator/ panel (as the case maybe) shall reach and render a decision in writing with respect to the appropriate award to be rendered or remedy to be granted pursuant to the dispute.
- ii. To the extent practical, decisions of the arbitrator/ panel (as the case maybe) shall be rendered no more than 90 (ninety) days following commencement of proceedings with respect thereto.
- iii. The arbitration shall be conducted in English, and the venue for arbitration shall be Bangalore.
- iv. The arbitrator / panel (as the case maybe) shall be entitled to award costs of the arbitration.

5. Notice. Any notice or other communication to be given by either party to the other pursuant to this Agreement shall be made in writing and signed by or on behalf of the party giving it. It shall be served by letter or facsimile transmission or email and shall be deemed to be duly given or made when delivered (in the case of personal delivery), at the time of transmission (in the case of facsimile transmission or email, provided that the sender has received a receipt indicating proper transmission and a hard copy of such notice or communication is forthwith sent by prepaid post to the relevant address set out below) or 5 (five) days after being dispatched in the post, postage prepaid, by registered mail to such party at its address or facsimile number specified herein or at such other address

or facsimile number as such party may hereafter specify for such purpose. The addresses, email address is the same

as referred in clause 23 of Annexure I. A party may change or supplement the addresses given above, or designate additional addresses, for purposes of this clause (g), by giving the other party written notice of the new address in the manner set forth above.

6. Amendments. Except as set forth herein, no amendment to this Agreement shall be binding unless such amendment or alteration is in writing and is signed by the Company.

7. This Agreement read with the Proprietary Information and Invention Agreement and the ESOP

Plan sets forth the entire agreement and understanding between the Company and you relating to the subject matter herein and merges all prior discussions, including but not limited to any and all statements made by any officer, employee or representative of the Company regarding the Company's financial condition or future prospects. You understand and acknowledge that, except as set forth in this Agreement read with the Proprietary Information and Invention Agreement (i) no other representation or inducement has been made to you, (ii) you have relied on your own judgment and investigation in accepting the employment with the Company, and (iii) you have not relied on any representation or inducement made by any officer, employee or representative of the Company.

8. Employee's representation

You hereby represent, warrant, and confirms that:

- a. You have executed and delivered this Agreement as your free and voluntary act, after having determined that the provisions contained herein are of benefit to you, and that the duties and obligations imposed on you hereunder are fair and reasonable and will not prevent you from earning a comparable livelihood following the termination of your employment with the Company;
- b. You have read and fully understood the terms and conditions set forth herein and the benefits and consequences of entering into this Agreement; and
- c. the execution of this Agreement by you and performance of your obligations, responsibilities and duties hereunder shall not result in the breach of any of your obligations, covenants or undertakings (including any professional, statutory, contractual or fiduciary duties or obligations) to any other Person.

9. Remedies. You acknowledge that the Company will suffer immediate, material, immeasurable, continuing and irreparable damage and may not have adequate monetary remedies if you breach the terms or conditions of this Agreement. You acknowledge that the Company will be entitled to institute and prosecute proceedings in any court of competent jurisdiction to prevent you from violating any contractual or legal obligation or to compel performance of your obligations hereunder. Relief of injunction and/or specific performance shall be in addition to any remedy for damages which the Company may be entitled to.

10. Severability. If one or more provisions of this Agreement are held to be illegal, invalid or unenforceable under Applicable Law, such provision of the Agreement shall be renegotiated in good faith. In the event an enforceable replacement for such provision is possible, then (a) such provision shall be excluded from this Agreement, and (b) the balance of the Agreement shall be interpreted as if such provision were so excluded.

11. Waivers. If the Company shall waive its rights accruing to it, due to breach of any of the provisions of this Agreement, such waiver shall not be construed as continuing waiver of other breaches of the same kind or other provisions of this Agreement. None of the terms of this Agreement shall be deemed to have been waived or altered, unless such waiver or alteration is in writing and is signed by the Company.

12. Governing Law & Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of India. The courts at Bangalore, India shall have the exclusive jurisdiction on the matters arising from or in connection with this Agreement, without regard to the principles of conflicts of laws.

This Agreement will survive the termination of the employment agreement entered into by you with the Company.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement on the day and year first above written:

Signed & delivered for and on behalf of the)
within named Company by its Authorized)
Representative)

Vimal Kumar, Director)

)
)



Signed and delivered by the within named)

Hemant Gupta)

)



02-Dec-2021

Himanshu Ojha
B.E. Electronics and Instrumentation Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Himanshu Ojha,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:

Sl. No.	firstName	lastName	gender	emailId	mobileNumber
1	Nidhi	Saluja	Female	nidhisaluja16@gmail.com	7869348344
2	Prabhleen Kaur	Saini	Female	prabhleensaini14@gmail.com	9575509999
3	Devansh	Saxena	Male	devansh98saxena@gmail.com	8463892514
4	Raghavi	Shirur	Female	raghaviss11@gmail.com	9993742004
5	Anubhuti	Singh	Female	singhanubhuti999@gmail.com	9165173415
6	Priya	Sharma	Female	sharmapriya9936@gmail.com	9179956141
7	Harsh	Dehuliya	Male	hdehuliya2010@gmail.com	9754777138
8	Mridulangini	Jain	Female	mginijain2905@gmail.com	9669145091
9	anubhuti	jain	Female	anubhutijain001@gmail.com	9713039247
10	Raksha	Agrawal	Female	rakshaagrawal1723@gmail.com	9407459099

bachelorDegree	bachelorStream	bachelorAggregateType	bachelorAggregate
B.Tech/B.E.	Electronics and Instrumentation Engineering	C.G.P.A	7.85
B.Tech/B.E.	Computer Engineering	C.G.P.A	8.59
B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	7.63
B.Tech/B.E.	Computer Engineering	C.G.P.A	9.07
B.Tech/B.E.	Information Technology	C.G.P.A	74.95
B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	8.18
B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	7.5
B.Tech/B.E.	Information Technology	C.G.P.A	7.93
B.Tech/B.E.	Information Technology	C.G.P.A	8.58
B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	7.83



Placements_2022@IET - 1

Anurag, Ayush, Ayush, Prakhar, Raksha, Saif, Suryadev, +91 6260 102 074, +91 6260 144 655, +91 6262 253 690, +91 6263 361 671, ...



test window : 4:00PM - 5:00PM

★ 10:39 am

28/10/2021

Anurag Placement IET



IET DAVV PI Shortlist.xlsx



1 page · XLSX · 12 kB

★ 12:33 pm

Anurag Placement IET

Anurag Placement IET

IET DAVV PI Shortlist.xlsx · 1 page

Deloitte Final Selected Updated

The list of final selected students in deloitte has been updated, These four students are now also selected in Deloitte, all four of them should DM me asap:

Nidhi Saluja

Harsh Dehuliya

Raksha Agrawal

Priya Sharama

★ 12:33 pm



Sl. No.	firstName	lastName	gender	emailId	mobileNumber
1	Nidhi	Saluja	Female	nidhisaluja16@gmail.com	7869348344
2	Prabhleen Kaur	Saini	Female	prabhleensaini14@gmail.com	9575509999
3	Devansh	Saxena	Male	devansh98saxena@gmail.com	8463892514
4	Raghavi	Shirur	Female	raghaviss11@gmail.com	9993742004
5	Anubhuti	Singh	Female	singhanubhuti999@gmail.com	9165173415
6	Priya	Sharma	Female	sharmapriya9936@gmail.com	9179956141
7	Harsh	Dehuliya	Male	hdehuliya2010@gmail.com	9754777138
8	Mridulangini	Jain	Female	mginijain2905@gmail.com	9669145091
9	anubhuti	jain	Female	anubhutijain001@gmail.com	9713039247
10	Raksha	Agrawal	Female	rakshaagrawal1723@gmail.com	9407459099

bachelorDegree	bachelorStream	bachelorAggregateType	bachelorAggregate
B.Tech/B.E.	Electronics and Instrumentation Engineering	C.G.P.A	7.85
B.Tech/B.E.	Computer Engineering	C.G.P.A	8.59
B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	7.63
B.Tech/B.E.	Computer Engineering	C.G.P.A	9.07
B.Tech/B.E.	Information Technology	C.G.P.A	74.95
B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	8.18
B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	7.5
B.Tech/B.E.	Information Technology	C.G.P.A	7.93
B.Tech/B.E.	Information Technology	C.G.P.A	8.58
B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	7.83



Placements_2022@IET - 1

Anurag, Ayush, Ayush, Prakhar, Raksha, Saif, Suryadev, +91 6260 102 074, +91 6260 144 655, +91 6262 253 690, +91 6263 361 671, ...



test window : 4:00PM - 5:00PM

★ 10:39 am

28/10/2021

Anurag Placement IET



IET DAVV PI Shortlist.xlsx



1 page · XLSX · 12 kB

★ 12:33 pm

Anurag Placement IET

Anurag Placement IET

IET DAVV PI Shortlist.xlsx · 1 page

Deloitte Final Selected Updated

The list of final selected students in deloitte has been updated, These four students are now also selected in Deloitte, all four of them should DM me asap:

Nidhi Saluja

Harsh Dehuliya

Raksha Agrawal

Priya Sharama

★ 12:33 pm



Sl. No.	firstName	lastName	gender	emailId	mobileNumber
1	Nidhi	Saluja	Female	nidhisaluja16@gmail.com	7869348344
2	Prabhleen Kaur	Saini	Female	prabhleensaini14@gmail.com	9575509999
3	Devansh	Saxena	Male	devansh98saxena@gmail.com	8463892514
4	Raghavi	Shirur	Female	raghaviss11@gmail.com	9993742004
5	Anubhuti	Singh	Female	singhanubhuti999@gmail.com	9165173415
6	Priya	Sharma	Female	sharmapriya9936@gmail.com	9179956141
7	Harsh	Dehuliya	Male	hdehuliya2010@gmail.com	9754777138
8	Mridulangini	Jain	Female	mginijain2905@gmail.com	9669145091
9	anubhuti	jain	Female	anubhutijain001@gmail.com	9713039247
10	Raksha	Agrawal	Female	rakshaagrawal1723@gmail.com	9407459099

bachelorDegree	bachelorStream	bachelorAggregateType	bachelorAggregate
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B.Tech/B.E.	Computer Engineering	C.G.P.A	8.59
B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	7.63
B.Tech/B.E.	Computer Engineering	C.G.P.A	9.07
B.Tech/B.E.	Information Technology	C.G.P.A	74.95
B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	8.18
B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	7.5
B.Tech/B.E.	Information Technology	C.G.P.A	7.93
B.Tech/B.E.	Information Technology	C.G.P.A	8.58
B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	7.83



Placements_2022@IET - 1

Anurag, Ayush, Ayush, Prakhar, Raksha, Saif, Suryadev, +91 6260 102 074, +91 6260 144 655, +91 6262 253 690, +91 6263 361 671, ...



test window : 4:00PM - 5:00PM

★ 10:39 am

28/10/2021

Anurag Placement IET



IET DAVV PI Shortlist.xlsx



1 page · XLSX · 12 kB

★ 12:33 pm

Anurag Placement IET

Anurag Placement IET

IET DAVV PI Shortlist.xlsx · 1 page

Deloitte Final Selected Updated

The list of final selected students in deloitte has been updated, These four students are now also selected in Deloitte, all four of them should DM me asap:

Nidhi Saluja

Harsh Dehuliya

Raksha Agrawal

Priya Sharama

★ 12:33 pm



PLACEME

S.NO	NAME OF THE COMPANY	DATE OF VISIT	NAME OF THE STUDENT
1	INFOSYS	7th May 2021	AMAN PANDEY
2	INFOSYS	7th May 2021	PIYUSH UMREDKAR
3	INFOSYS	7th May 2021	RITIK MALVIYA
4	INFOSYS	7th May 2021	SHUBHAM BHAWSAR
5	INFOSYS	7th May 2021	AKSHAY KUMAR BARYA
6	INFOSYS	7th May 2021	KARTIKEY BHAWSAR
7	INFOSYS	7th May 2021	MILIND PHALKE
8	INFOSYS	7th May 2021	TEJASWA GUPTA
9	INFOSYS	7th May 2021	HEMANT GUPTA
10	INFOSYS	7th May 2021	PRAKHAR CHELAWAT
11	INFOSYS	7th May 2021	RITI NEMA
12	INFOSYS	7th May 2021	RUCHITA SIDAR
13	INFOSYS	7th May 2021	SAGAR RAJA MALIK
14	INFOSYS	7th May 2021	SHRUTI MALVIYA
15	INFOSYS	7th May 2021	VAIBHAV SHARMA
16	INFOSYS	7th May 2021	YASH AKOTKAR
17	INFOSYS	7th May 2021	ISHITA GUPTA
18	INFOSYS	7th May 2021	AKASH JAIN
19	INFOSYS	7th May 2021	SAKSHI DUBEY
20	INFOSYS	7th May 2021	ATHARVA DIXIT
21	INFOSYS	7th May 2021	GOURANK GWALVANSHI
22	INFOSYS	7th May 2021	HARSH DEHULIYA
23	INFOSYS	7th May 2021	MAYANK BHAMRE
24	INFOSYS	7th May 2021	MAYANK GUPTA
25	INFOSYS	7th May 2021	SAUMYA CHOUDHARY
26	INFOSYS	7th May 2021	SHIVANGI RAI
27	INFOSYS	7th May 2021	AISHWARYA SHAH
28	INFOSYS	7th May 2021	ASHEE GOUD
29	INFOSYS	7th May 2021	AYUSH SONI
30	INFOSYS	7th May 2021	RAVI VERMA
31	INFOSYS	7th May 2021	RENUKA JOSHI
32	INFOSYS	7th May 2021	SEJAL JAIN
33	INFOSYS	7th May 2021	VIDHI JAIN
34	INFOSYS	7th May 2021	YOGESH THORAT
35	INFOSYS	7th May 2021	LAKHAN MALTARE
36	INFOSYS	7th May 2021	ABHIJEET SINGH
37	INFOSYS	7th May 2021	ANUBHUTI JAIN
38	INFOSYS	7th May 2021	ARPIT PANSARI
39	INFOSYS	7th May 2021	ASHWIN SARIWAL
40	INFOSYS	7th May 2021	CHAYAN GUPTA
41	INFOSYS	7th May 2021	GOURAV RATHOR
42	INFOSYS	7th May 2021	KHYATI AGRAWAL
43	INFOSYS	7th May 2021	NUPUR JOSHI
44	INFOSYS	7th May 2021	RAJ PORWAL
45	INFOSYS	7th May 2021	RAMAN GARG

46	INFOSYS	7th May 2021	YOGESH GUPTA
47	PERSISTENT	17th June 2021	AKANKSHA PARMAR
48	PERSISTENT	17th June 2021	BRIJENDRA LODHI
49	PERSISTENT	17th June 2021	HARSH VIJAYWAT
50	PERSISTENT	17th June 2021	HIMANSHU CHANDWANI
51	PERSISTENT	17th June 2021	KARTIK PATIDAR
52	PERSISTENT	17th June 2021	KRITI CHOUDHARY
53	PERSISTENT	17th June 2021	PRAKHAR SHRIMALI
54	PERSISTENT	17th June 2021	AYAN AGRAWAL
55	PERSISTENT	17th June 2021	ARYAN RAWAT
56	PERSISTENT	17th June 2021	PRASOON JAIN
57	PERSISTENT	17th June 2021	RADHIKA CHATURVEDI
58	PERSISTENT	17th June 2021	RAM KAURAV
59	PERSISTENT	17th June 2021	RIYA PATIDAR
60	PERSISTENT	17th June 2021	ABHINAV VIJAYVARGIYA
61	PERSISTENT	17th June 2021	SHIVAM GUPTA
62	PERSISTENT	17th June 2021	ANVESH SONI
63	PERSISTENT	17th June 2021	SHREYAS AGRAWAL
64	PERSISTENT	17th June 2021	VARDHMAN JAIN
65	PERSISTENT	17th June 2021	ISHIKA GUPTA
66	PERSISTENT	17th June 2021	PRABHLEEN SAINI
67	PERSISTENT	17th June 2021	DIVYANSH SAHU
68	PERSISTENT	17th June 2021	DEVRAJ JAIN
69	PERSISTENT	17th June 2021	AAYUSH BANSAL
70	PERSISTENT	17th June 2021	SHASHI SAD
71	PERSISTENT	17th June 2021	MITIKA SURANA
72	PERSISTENT	17th June 2021	DIKSHA JAIN
73	PERSISTENT	17th June 2021	AKASH VERMA
74	PERSISTENT	17th June 2021	DEEPAJ MORYA
75	PERSISTENT	17th June 2021	ANKIT YADAV
76	PERSISTENT	17th June 2021	KHUSHI PATANGIA
77	PERSISTENT	17th June 2021	NEHA KUMARI
78	PERSISTENT	17th June 2021	RASHI AGRAWAL
79	PERSISTENT	17th June 2021	SUMIT TIWARI
80	PERSISTENT	17th June 2021	HARSH VIJAYVARGIYA
81	PERSISTENT	17th June 2021	ADARSH HARAN
82	PERSISTENT	17th June 2021	AYUSH PATIDAR
83	PERSISTENT	17th June 2021	DIVYA SHARMA
84	PERSISTENT	17th June 2021	DIVYANSH RASTOGI
85	PERSISTENT	17th June 2021	GAURAV KUMRAWAT
86	PERSISTENT	17th June 2021	JAINESH SHAH
87	PERSISTENT	17th June 2021	KSHITIJ PRAKHAR
88	PERSISTENT	17th June 2021	PRAKHAR PUROHIT
89	PERSISTENT	17th June 2021	PRATHAM MORYA
90	PERSISTENT	17th June 2021	RISHABH KOTHARI
91	PERSISTENT	17th June 2021	SHAILESH PATHAK
92	PERSISTENT	17th June 2021	SHIVAM JOSHI

93	PERSISTENT	17th June 2021	SIMRAN CHANDWANI
94	PERSISTENT	17th June 2021	UMANG RATHORE
95	PERSISTENT	17th June 2021	SHEIKH GUFRAN
96	PERSISTENT	17th June 2021	HARSHIT NEMA
97	PERSISTENT	17th June 2021	YASH BHATIA
98	PERSISTENT	17th June 2021	NAMAN MEHRA
99	PERSISTENT	17th June 2021	AKSHAT JAIN
100	PERSISTENT	17th June 2021	HITESH GULWANI
101	PERSISTENT	17th June 2021	MONIL BRAHAMWANSHI
102	PERSISTENT	17th June 2021	MUHAMMAD SHAHROZ
103	PERSISTENT	17th June 2021	NANCY BANSAL
104	PERSISTENT	17th June 2021	PRIYANSHI KHETWANI
105	PERSISTENT	17th June 2021	SWASTI JAIN
106	PERSISTENT	17th June 2021	TANU KHARELIYA
107	PERSISTENT	17th June 2021	HIMANSHU MISHRA
108	PERSISTENT	17th June 2021	RISHABH GUPTA
109	PERSISTENT	17th June 2021	KRISHNA RAWAT
110	PERSISTENT	17th June 2021	RUPESH RATHORE
111	PERSISTENT	17th June 2021	PRIYANSHI MALVIYA
112	PERSISTENT	17th June 2021	PRATEEK LALWANI
113	PERSISTENT	17th June 2021	KARTIK JAISWANI
114	PERSISTENT	17th June 2021	JATIN KARLA
115	PERSISTENT	17th June 2021	ADITYA PRATAP SINGH RAJPUT
116	PERSISTENT	17th June 2021	SHASHANK KATE
117	PERSISTENT	17th June 2021	UTKARSH JAIN
118	PERSISTENT	17th June 2021	SARTHAK JAISWAL
119	PERSISTENT	17th June 2021	AASHI GANGRADE
120	PERSISTENT	17th June 2021	VINAY JAIN
121	PERSISTENT	17th June 2021	SAURABH SHARMA
122	PERSISTENT	17th June 2021	ANIMESH MISHRA
123	PERSISTENT	17th June 2021	SHOURYA NAGLE
124	PERSISTENT	17th June 2021	KUNAL VERMA
125	PERSISTENT	17th June 2021	ANURAG RAGHUVANSHI
126	PERSISTENT	17th June 2021	SHARAD ARSE
127	ZS ASSOCIATES	5th July 2021	ANUJ KHANDELWAL
128	ZS ASSOCIATES	5th July 2021	VIDHI MOTWANI
129	ZS ASSOCIATES	5th July 2021	RAUNAK GUPTA
130	ZS ASSOCIATES	5th July 2021	ROHAN SHARMA
131	ZS ASSOCIATES	5th July 2021	ATHARVA SOHANI
132	ZS ASSOCIATES	5th July 2021	MAYANK KAMDAR
133	ZS ASSOCIATES	5th July 2021	SHREY GUPTA
134	ZS ASSOCIATES	5th July 2021	AVI BAFNA
135	ZS ASSOCIATES	5th July 2021	TANISHQ KHARE
136	ZS ASSOCIATES	5th July 2021	KANAK KHANDELWAL
137	ZS ASSOCIATES	5th July 2021	ASHI MALVIYA
138	ZS ASSOCIATES	5th July 2021	PUNEET KHUSHALANI
139	ZS ASSOCIATES	5th July 2021	AYUSH GUPTA

140	ZS ASSOCIATES	5th July 2021	PRANAV GUPTA
141	ZS ASSOCIATES	5th July 2021	SHAILENDRA SINGH BHATI
142	ZS ASSOCIATES	5th July 2021	AASTHA GUPTA
143	ZS ASSOCIATES	5th July 2021	TARUN ASNANI
144	ZS ASSOCIATES	5th July 2021	GAURANG CHOUDHARI
145	ZS ASSOCIATES	5th July 2021	ROHAN NEWASKAR
146	ZS ASSOCIATES	5th July 2021	ASHMI PANDEY
147	ZS ASSOCIATES	5th July 2021	AMIT SHARMA
148	NUCLIE	9th July 2021	SANSKAR GAUTAM
149	GROWW	14th July 2021	ABHAY JAISWAL
150	GROWW	14th July 2021	JAYESH PORWAL
151	GROWW	14th July 2021	SHREYANSH MEHTA
152	GROWW	14th July 2021	VISHESH MAHESHWARI
153	FACTSET	16th July 2021	VIKALP RUSIA
154	FACTSET	16th July 2021	SHARAD SHARMA
155	FACTSET	16th July 2021	SAMARTH VYAS
156	QUANTIPHI	21st July 2021	ABHISHEK TIWARI
157	QUANTIPHI	21st July 2021	POORBI MUKESH DALAL
158	QUANTIPHI	21st July 2021	JATIN SANDHWANI
159	QUANTIPHI	21st July 2021	SHREYAS SETHI
160	QUANTIPHI	21st July 2021	NIHAR JAIN
161	QUANTIPHI	21st July 2021	SAIF KHAN
162	QUANTIPHI	21st July 2021	PRIYANSH GARG
163	QUANTIPHI	21st July 2021	SHUBH AGRAWAL
164	QUANTIPHI	21st July 2021	AAROHI BADOLE
165	QUANTIPHI	21st July 2021	LOKESH CHUGANI
166	QUANTIPHI	21st July 2021	PRANJAL GUPTA
167	QUANTIPHI	21st July 2021	KUSHAL BIYANI
168	QUANTIPHI	21st July 2021	AMAN GAUD
169	QUANTIPHI	21st July 2021	NIDHI SINGH
170	QUANTIPHI	26th November	DHEERAJ KUMAR BAKORIYA
171	QUANTIPHI	26th November	RITIK CHANDWANI
172	QUANTIPHI	26th November	ANUSH JAIN
173	QUANTIPHI	26th November	MANISH BHAGAT
174	QUANTIPHI	26th November	JAYESH GUPTA
175	QUANTIPHI	26th November	PRIYANSHI AGRAWAL
176	QUANTIPHI	26th November	JYOTI PRAKASH DWIVEDI
177	QUANTIPHI	26th November	SHASHANK SAKHRE
178	QUANTIPHI	26th November	Muskan Agrawal
179	QUANTIPHI	26th November	Divyansh Choukse
180	QUANTIPHI	26th November	Muskan Sharma
181	QUANTIPHI	26th November	Divya Prajapati
182	QUANTIPHI	26th November	Suyash Kasat
183	QUANTIPHI	26th November	Chhavi Tibrewala
184	QUANTIPHI	26th November	Mayank Sunvaiya
185	QUANTIPHI	26th November	Kushagra Sharma
186	QUANTIPHI	26th November	Shubhi Sharma

187	QUANTIPHI	26th November	Falguni Juneja
188	QUANTIPHI	26th November	Devanshu Gupta
189	QUANTIPHI	26th November	Yash Patidar
190	QUANTIPHI	26th November	mayank dungarwal
191	QUANTIPHI	26th November	ANAND BABU PATEL
192	IMPETUS	27th July 2021	TANAY SARAF
193	IMPETUS	27th July 2021	SANJEET KASHYAP
194	IMPETUS	27th July 2021	AYUSH ANAND MALIK
195	IMPETUS	27th July 2021	AKSHAY TIWARI
196	IMPETUS	27th July 2021	KARTIK BANSAL
197	JOSH SOFTWARES	28th July 2021	RITIK JAIN
198	JOSH SOFTWARES	28th July 2021	RAMANUJ TIWARI
199	GAMMASTACK	29th July 2021	SUKRATI PANDIT
200	INCEDO	2nd August 2021	SAKSHI DANI
201	INCEDO	2nd August 2021	RITIK JOSHI
202	INCEDO	2nd August 2021	SAMARTH BHAGWAT
203	INCEDO	2nd August 2021	VIKAS DANGI
204	YASH TECHNOLOGIES	4th August 2021	DIVYANSHI KUSHWAH
205	YASH TECHNOLOGIES	4th August 2021	HRITIK SAHU
206	YASH TECHNOLOGIES	4th August 2021	SUNIL YADUVANSHI
207	YASH TECHNOLOGIES	4th August 2021	YUKTA NAGLE
208	YASH TECHNOLOGIES	4th August 2021	AASTHA CHOUKSEY
209	YASH TECHNOLOGIES	4th August 2021	AKANSHI JAIN
210	YASH TECHNOLOGIES	4th August 2021	KIRAN GURAWAL
211	YASH TECHNOLOGIES	4th August 2021	AJAY REDHU
212	YASH TECHNOLOGIES	4th August 2021	ARPIT GUPTA
213	YASH TECHNOLOGIES	4th August 2021	KHUSHI AHERWAR
214	YASH TECHNOLOGIES	4th August 2021	MAYANK VERMA
215	YASH TECHNOLOGIES	4th August 2021	PURV BARASKAR
216	YASH TECHNOLOGIES	4th August 2021	SHRADHA AGNIBHOJ
217	YASH TECHNOLOGIES	4th August 2021	AJAY RANA
218	YASH TECHNOLOGIES	4th August 2021	AVANI JAIN
219	YASH TECHNOLOGIES	4th August 2021	HRISHABH GOHIYA
220	PRINCIPAL GLOBAL SERVICES	6th August 2021	RITIK VERMA
221	DEQODE	10th August 2021	NISHIT NEEMA
222	CAPILLARY	11th August 2021	SAMIKSHA BHAVSAR
223	COGNIZANT (GENC ELEVATE)	15th August 2021	AMAN JAIN
224	COGNIZANT (GENC ELEVATE)	15th August 2021	RISHABH RANKA
225	COGNIZANT (GENC ELEVATE)	15th August 2021	SHRISHTI GUPTA
226	COGNIZANT (GENC ELEVATE)	15th August 2021	SONALI SAHITE
227	COGNIZANT (GENC ELEVATE)	15th August 2021	ABHISHEK SEHARIYA
228	COGNIZANT (GENC ELEVATE)	15th August 2021	SATYAM UMARIYA
229	COGNIZANT (GENC ELEVATE)	15th August 2021	TANISHQ MAHESHWARI
230	COGNIZANT (GENC ELEVATE)	15th August 2021	ASHUTOSH CHOUREY
231	COGNIZANT (GENC ELEVATE)	15th August 2021	MEENAL KHANDELWAL
232	COGNIZANT (GENC ELEVATE)	15th August 2021	SANGEETA MUKHERJEE
233	COGNIZANT (GENC ELEVATE)	15th August 2021	SANKALP DAVI

234	COGNIZANT (GENC ELEVATE)	15th August 2021	SHIVAM DUBEY
235	COGNIZANT (GENC ELEVATE)	15th August 2021	SONAL JAIN
236	COGNIZANT (GENC ELEVATE)	15th August 2021	TANMAY JAIN
237	COGNIZANT (GENC ELEVATE)	15th August 2021	CHIRANJEEV SATNAMI
238	COGNIZANT (GENC ELEVATE)	15th August 2021	ABHISHEK RAWAT
239	COGNIZANT (GENC ELEVATE)	15th August 2021	KRISHNA BADE
240	COGNIZANT (GENC ELEVATE)	15th August 2021	SANJOG BHALLA
241	COGNIZANT (GENC ELEVATE)	15th August 2021	SHLOK SAHU
242	COGNIZANT (GENC ELEVATE)	15th August 2021	YASH SHARMA
243	COGNIZANT (GENC ELEVATE)	15th August 2021	AMOL KUNDE
244	COGNIZANT (GENC ELEVATE)	15th August 2021	KRATIKA KAITHWAS
245	COGNIZANT (GENC ELEVATE)	15th August 2021	HARDIK JAIN
246	COGNIZANT (GENC ELEVATE)	15th August 2021	NAMAN TAVSE
247	COGNIZANT (GENC NEXT)	15th August 2021	AMAY ATRE
248	COGNIZANT (GENC NEXT)	15th August 2021	AYUSH SHARMA
249	COGNIZANT (GENC NEXT)	15th August 2021	SAURISH PHATAK
250	COGNIZANT (GENC NEXT)	15th August 2021	AYUSHI SAKWAR
251	COGNIZANT (GENC)	15th August 2021	SHIVAM SHARMA
252	COGNIZANT (GENC)	15th August 2021	ABHISHEK HADKE
253	COGNIZANT (GENC)	15th August 2021	ARSHIT CHOUHAN
254	COGNIZANT (GENC)	15th August 2021	MONISHA ANMOL SINGH
255	COGNIZANT (GENC)	15th August 2021	NEERAJ KUMAR AHIRWAR
256	COGNIZANT (GENC)	15th August 2021	SHIVANGI SHRIVAS
257	COGNIZANT (GENC)	15th August 2021	AKASH SHRIVASTAVA
258	COGNIZANT (GENC)	15th August 2021	ATUL KUMAR SINGH
259	COGNIZANT (GENC)	15th August 2021	GOVIND SINGH GOUR
260	COGNIZANT (GENC)	15th August 2021	HARSHITA SINGH THAKUR
261	COGNIZANT (GENC)	15th August 2021	HIMANSHU OJHA
262	COGNIZANT (GENC)	15th August 2021	KUSHAGRA GOYAL
263	COGNIZANT (GENC)	15th August 2021	KUSHAL AGRAWAL
264	COGNIZANT (GENC)	15th August 2021	MAYANK SHIVHARE
265	COGNIZANT (GENC)	15th August 2021	AAYUSH MISHRA
266	COGNIZANT (GENC)	15th August 2021	NIDHI SALUJA
267	COGNIZANT (GENC)	15th August 2021	ALANKRITA PATIDAR
268	COGNIZANT (GENC)	15th August 2021	DEVANSH SAXENA
269	COGNIZANT (GENC)	15th August 2021	DRISHTI GUPTA
270	COGNIZANT (GENC)	15th August 2021	GEETANSHU GUJRE
271	COGNIZANT (GENC)	15th August 2021	KARTIK PARMAR
272	COGNIZANT (GENC)	15th August 2021	MAHAK NAYAK
273	COGNIZANT (GENC)	15th August 2021	MAHIMA BHIMWANI
274	COGNIZANT (GENC)	15th August 2021	PANKAJ KUMAWAT
275	COGNIZANT (GENC)	15th August 2021	SHANTANU TIWARI
276	COGNIZANT (GENC)	15th August 2021	SHIVANI KUREEL
277	COGNIZANT (GENC)	15th August 2021	SOURABH VERMA
278	COGNIZANT (GENC)	15th August 2021	SUHANI JAIN
279	COGNIZANT (GENC)	15th August 2021	VIKAS JAIN
280	COGNIZANT (GENC)	15th August 2021	VIPASHA BILTHRE

281	COGNIZANT (GENC)	15th August 2021	ADITYA JOSHI
282	COGNIZANT (GENC)	15th August 2021	NIKHIL KHORE
283	COGNIZANT (GENC)	15th August 2021	SUHANI AGNIBHOJ
284	COGNIZANT (GENC)	15th August 2021	SUNEHA SHRIVASTAVA
285	COGNIZANT (GENC)	15th August 2021	VISHAL CHANDEL
286	COGNIZANT (GENC)	15th August 2021	JAHANVI PATIDAR
287	COGNIZANT (GENC)	15th August 2021	DIKSHA KUSHWAH
288	COGNIZANT (GENC)	15th August 2021	HEMANT RAJPOOT
289	COGNIZANT (GENC)	15th August 2021	SHUBHAM BARELIYA
290	COGNIZANT (GENC)	15th August 2021	VINAMRA NEEMA
291	COGNIZANT (GENC)	15th August 2021	PRATHMESH MAHURKAR
292	COGNIZANT (GENC)	15th August 2021	RITIK KOLI
293	COGNIZANT (GENC)	15th August 2021	AARYA DUBEY
294	COGNIZANT (GENC)	15th August 2021	AAYUSH JAIN
295	COGNIZANT (GENC)	15th August 2021	ADITI GOYAL
296	COGNIZANT (GENC)	15th August 2021	ANAND PARMAR
297	COGNIZANT (GENC)	15th August 2021	ANUSHKA VERMA
298	COGNIZANT (GENC)	15th August 2021	ARYAN SONI
299	COGNIZANT (GENC)	15th August 2021	CHANDRAKANT GIRISH DUBEY
300	COGNIZANT (GENC)	15th August 2021	GEETANSH AGRAWAL
301	COGNIZANT (GENC)	15th August 2021	HARSH CHOUKIKAR
302	COGNIZANT (GENC)	15th August 2021	JAY FULMALI
303	COGNIZANT (GENC)	15th August 2021	KARTIKAY KAMAL
304	COGNIZANT (GENC)	15th August 2021	RAHUL SAHU
305	COGNIZANT (GENC)	15th August 2021	SUNIL KUMAR SONI
306	COGNIZANT (GENC)	15th August 2021	TANAY MATHUR
307	WALKOVER	16th August 2021	SANSKAR SINGH
308	QUEST GLOBAL	19th August 2021	KUSHAGRA UPADHYAY
309	QUEST GLOBAL	19th August 2021	DIVANSHU BASANTANI
310	QUEST GLOBAL	19th August 2021	ISHAAN KALORANO KHAPERDE
311	QUEST GLOBAL	19th August 2021	AATISH SATDEVE
312	L & T INFOTECH	21st August 2021	SHUBHA MINZ
313	L & T INFOTECH	21st August 2021	SHRUTI UMREDKAR
314	L & T INFOTECH	21st August 2021	AKASH JADHAV
315	L & T INFOTECH	21st August 2021	ANUBHUTI SINGH
316	L & T INFOTECH	21st August 2021	RAJKUWAR CHAUDHARY
317	L & T INFOTECH	21st August 2021	PALAK PARIHAR
318	CAPGEMINI	26th August 2021	TANEYA SONI
319	CAPGEMINI	26th August 2021	TANMAY BANSAL
320	CAPGEMINI	26th August 2021	GARGI TRIVEDI
321	CAPGEMINI	26th August 2021	KUNAL KATARE
322	CAPGEMINI	26th August 2021	AYUSHI CHANDEL
323	CAPGEMINI	26th August 2021	MUSKAN MEHTA
324	CAPGEMINI	26th August 2021	MRATYUNJAY TRIPATHI
325	CAPGEMINI	26th August 2021	SAMEER ANAND JHA
326	CAPGEMINI	26th August 2021	SANJAN RAKESH
327	CAPGEMINI	26th August 2021	ANIMESH KANSOTIA

328	CAPGEMINI	26th August 2021	PRAGATI VAIRAGI
329	CAPGEMINI	26th August 2021	PRIYANKA SINGH
330	WIPRO	2nd September 2021	GHANSHYAM LODHA
331	WIPRO	2nd September 2021	HARSHVARDHAN THAKUR
332	WIPRO	2nd September 2021	NARAYAN SOORE
333	WIPRO	2nd September 2021	ASHJA AHMED KHAN
334	WIPRO	2nd September 2021	MAYANK JAIN
335	WIPRO	2nd September 2021	RUPAL DUBEY
336	WIPRO	2nd September 2021	SAGAR JAISWAL
337	WIPRO	2nd September 2021	VAIDIK PANCHAL
338	WIPRO	2nd September 2021	AKSHAT YADAV
339	WIPRO	2nd September 2021	ANAMIKA SAHU
340	WIPRO	2nd September 2021	MUSKAN WADIYA
341	WIPRO	2nd September 2021	PARIKSHIT BALWANI
342	WIPRO	2nd September 2021	SANSKAR UJJAINI
343	WIPRO	2nd September 2021	ANSHUL PALIWAL
344	WIPRO	2nd September 2021	AYUSHI GARHWAL
345	WIPRO	2nd September 2021	PALAK SONKAR
346	WIPRO	2nd September 2021	CHETAN JADHAV
347	WIPRO	2nd September 2021	HARSHIT GHATIYA
348	WIPRO	2nd September 2021	SAKSHAM GUPTA
349	WIPRO	2nd September 2021	SHIVAM DHAKAD
350	VMWARE	6th September 2021	AKSHARA AGARWAL
351	ACCENTURE	19th September 2021	RIYA GAUTAM
352	ACCENTURE	19th September 2021	KARNIKA SURYAKANT GADIWAN
353	ACCENTURE	19th September 2021	KUNAL BAGHEL
354	ACCENTURE	19th September 2021	NAVNEET YADAV
355	ACCENTURE	19th September 2021	PURVA MANGAL
356	ACCENTURE	19th September 2021	KAJAL RATHORE
357	ACCENTURE	19th September 2021	NIKHIL NIHORE
358	ACCENTURE	19th September 2021	RAJ GOYAL
359	ACCENTURE	19th September 2021	KRIKA JOSHI
360	ACCENTURE	19th September 2021	SIDDHARTHA PAHADIYA
361	ACCENTURE	19th September 2021	ASTHA SHARMA
362	ACCENTURE	19th September 2021	SOUMYA YADAV
363	ACCENTURE	19th September 2021	RAJNARAYAN BAKURE
364	ACCENTURE	19th September 2021	SHREYANSH MEHRA
365	ACCENTURE	19th September 2021	VIKAS GOYAL
366	ACCENTURE	19th September 2021	KRATI VERMA
367	CERIUM SYSTEMS	29th September 2021	VIBHA CHANDELIYA
368	CERIUM SYSTEMS	29th September 2021	HIMANSHU SANKLA
369	MYNTRA (OFF-CAMPUS)		SUSHMITA JOSHI
370	MYNTRA (OFF-CAMPUS)		SEJAL JAISWAL
371	DELOITTE	18th october 2021	RAGHAVI SHIRUR
372	DELOITTE	18th october 2021	PRABHLEEN KAUR SAINI
373	DELOITTE	18th october 2021	MRIDULANGINI JAIN
374	DELOITTE	18th october 2021	PRIYA SHARMA

375	DELOITTE	18th october 2021	RAKSHA AGRAWAL
376	TCS (NINJA)	30th August 2021	PRASHANT NIGAM
377	TCS (NINJA)	30th August 2021	PRASANNA SHUKLA
378	TCS (NINJA)	30th August 2021	NAMAN BAIRAGI
379	TCS (NINJA)	30th August 2021	SHIVANI PATIDAR
380	INTELLICUS	22nd Ocotober 2021	KANISHKA WAGHMARE
381	SALESFORCE	23rd November 2021	SAKSHI SHARMA
382	INFOGAIN	22nd January 2022	ADITYA SHARMA
383	47 BILLION	27th October 2021	NIKITA PRAJAPAT
384	BYJU'S	11th January 2022	HARSHIT TIWARI
385	BYJU'S	13th January 2022	VARTIKA JAIN
386	RAJRATAN	24th January 2022	PRATHAM KHAIRNAR
387	RAJRATAN	24th January 2022	RAHUL KATHANE
388	RAJRATAN	24th January 2022	RITIK BHAGORE
389	RAJRATAN	24th January 2022	JYOTI MALVIYA
390	LINKITES	17th January 2022	ABHISHEK SURYAVANSHI
391	LINKITES	17th January 2022	ATUL KUMAR GUPTA
392	LINKITES	17th January 2022	RITIK BHALEKAR
393	LINKITES	17th January 2022	HARIKRISHNAN UNNITHAN
394	LINKITES	17th January 2022	PRIYANKA NAGESH
395	MINDTREE	15th January 2022	RAHUL RATHORE
396	MINDTREE	15th January 2022	AKSHIT KOTIA
397	MINDTREE	15th January 2022	ANIKET TIRKEY
398	MINDTREE	15th January 2022	P BIPASHA BAGHSAWAR KOSHTI
399	MINDTREE	15th January 2022	GOURAV DAKSE
400	MINDTREE	15th January 2022	AMAN AMALNERKAR
401	MINDTREE	15th January 2022	BHARTI PATEL
402	MINDTREE	15th January 2022	RAHUL KATHANE
403	MINDTREE	15th January 2022	VANSHITA RATHORE
404	MINDTREE	15th January 2022	DHEERAJ KUMBHAR
405	MINDTREE	15th January 2022	MIHIR DESHPANDE
406	MINDTREE	15th January 2022	SUNIL PARIHAR
407	MINDTREE	15th January 2022	RAJESH VASKEL
408	MAKE MY HOME	6th February 2022	ANKIT GAUTAM
409	MAKE MY HOME	6th February 2022	PRITAM RAWAT
410	MAKE MY HOME	6th February 2022	SONALI WASKALE
411	INFOSYS	17th December	SAKSHI MANDLOI
412	INFOSYS	17th December	DEEPAK KUMAR
413	INFOSYS	17th December	ABHISHEK NAMDEV
414	INFOSYS	17th December	MAYANK JAIN
415	INFOSYS	17th December	AAYUSHI GUPTA

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ELECTRONICS AND TELECOMMUNICATION ENGINEERING	18btc153@ietdavv.edu.in
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ELECTRONICS AND TELECOMMUNICATION ENGINEERING	18btc161@ietdavv.edu.in
INFORMATION TECHNOLOGY ENGINEERING	jahanvipatidarwork@gmail.com
INFORMATION TECHNOLOGY ENGINEERING	dikshakushwahmay20@gmail.com
INFORMATION TECHNOLOGY ENGINEERING	hemantrajpoot56@gmail.com
INFORMATION TECHNOLOGY ENGINEERING	bareliyas@gmail.com
INFORMATION TECHNOLOGY ENGINEERING	vinamraneema8@gmail.com
INFORMATION TECHNOLOGY ENGINEERING	prathmeshmahurkar18@gmail.com
INFORMATION TECHNOLOGY ENGINEERING	ritikkoli22@gmail.com
MECHANICAL ENGINEERING	aaryadubey27@gmail.com
MECHANICAL ENGINEERING	aayushjain2799@gmail.com
MECHANICAL ENGINEERING	goyaladiti1122000@gmail.com
MECHANICAL ENGINEERING	anandparmar2807@gmail.com
MECHANICAL ENGINEERING	anushkarekha1885@gmail.com
MECHANICAL ENGINEERING	aryan.soni249@gmail.com
MECHANICAL ENGINEERING	chandrakantd077@gmail.com
MECHANICAL ENGINEERING	geetanshagrawal66@gmail.com
MECHANICAL ENGINEERING	harshchoukikar@gmail.com
MECHANICAL ENGINEERING	jayfulmali7@gmail.com
MECHANICAL ENGINEERING	email.kartikay@gmail.com
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MECHANICAL ENGINEERING	sunilspsoni@gmail.com
MECHANICAL ENGINEERING	tanay.mathur18@outlook.com
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COMPUTER ENGINEERING	db98936@gmail.com
COMPUTER ENGINEERING	ishaan.kalorano@gmail.com
INFORMATION TECHNOLOGY ENGINEERING	satdeveeatish7@gmail.com
COMPUTER ENGINEERING	shubha4256@gmail.com
COMPUTER ENGINEERING	shruti1304@gmail.com
ELECTRONICS AND TELECOMMUNICATION ENGINEERING	aksh.jadhav006@gmail.com
INFORMATION TECHNOLOGY ENGINEERING	singhanubhuti999@gmail.com
INFORMATION TECHNOLOGY ENGINEERING	chaudharitanuja3@gmail.com
INFORMATION TECHNOLOGY ENGINEERING	palakparihar144@gmail.com
COMPUTER ENGINEERING	18btc061@ietdavv.edu.in
COMPUTER ENGINEERING	18bcs161@ietdavv.edu.in
ELECTRONICS AND TELECOMMUNICATION ENGINEERING	18btc019@ietdavv.edu.in
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ELECTRONICS AND TELECOMMUNICATION ENGINEERING	18btc115@ietdavv.edu.in
ELECTRONICS AND TELECOMMUNICATION ENGINEERING	18bei033@ietdavv.edu.in
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ELECTRONICS AND INSTRUMENTATION ENGINEERING	rupaldubey19@gmail.com
ELECTRONICS AND INSTRUMENTATION ENGINEERING	sagarjaiswal7229@gmail.com
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ELECTRONICS AND TELECOMMUNICATION ENGINEERING	muskanwadiya20@gmail.com
ELECTRONICS AND TELECOMMUNICATION ENGINEERING	balwaniparikshit@gmail.com
ELECTRONICS AND TELECOMMUNICATION ENGINEERING	sanskarujjaini19@gmail.com
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INFORMATION TECHNOLOGY ENGINEERING	ayugarhwal1016@gmail.com
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COMPUTER ENGINEERING	karnikagadiwan1@gmail.com
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ELECTRONICS AND TELECOMMUNICATION ENGINEERING	siddhartha1112000@gmail.com
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CIVIL ENGINEERING	
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MECHANICAL ENGINEERING	dk91797876@gmail.com
MECHANICAL ENGINEERING	namaabhi999@gmail.com
MECHANICAL ENGINEERING	mayankjain221999@gmail.com
CIVIL ENGINEERING	ayushigupta0812@gmail.com

Approx CTC (LPA)

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You have a job offer for Digital Specialist Engineer role at Infosys

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Wed, 16 Feb, 2022 at 6:47 pm

To: shivamguptaniki@gmail.com <shivamguptaniki@gmail.com>



Dear Shivam Kumar Gupta,

Congratulations!

You have cleared the interview round to receive a job offer for the **Digital Specialist Engineer** role at Infosys.

Digital Specialist Engineer is a niche technical role that requires full-stack capabilities and skills like analytics, artificial intelligence, automation, big data, cloud, cybersecurity, data consulting, digital commerce, interaction, and marketing. Digital specialist engineers work across Infosys business units on special projects to develop integrated applications and bring agility in development with DevSecOps culture.

The compensation offered for this role is **INR 6.25 LPA**.

Please note:

1. This is a conditional job offer subject to your background verification.
2. You might have appeared in PPI (Pre Placement Interview) for a different role. The role offered to you is at par with the assessment of your skills from the interview.

Please feel free to write to us at talent.acquisition@infosys.com for any clarifications.

Best Regards,

Talent Acquisition

Infosys



You have a job offer for Digital Specialist Engineer role at Infosys

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>
To: vaibhavsharma130699@gmail.com <vaibhavsharma130699@gmail.com>

Wed, 16 Feb, 2022 at 8:57 pm



Dear Vaibhav Sharma,

Congratulations!

You have cleared the interview round to receive a job offer for the **Digital Specialist Engineer** role at Infosys.

Digital Specialist Engineer is a niche technical role that requires full-stack capabilities and skills like analytics, artificial intelligence, automation, big data, cloud, cybersecurity, data consulting, digital commerce, interaction, and marketing. Digital specialist engineers work across Infosys business units on special projects to develop integrated applications and bring agility in development with DevSecOps culture.

The compensation offered for this role is **INR 6.25 LPA**.

Please note:

1. This is a conditional job offer subject to your background verification.
2. You might have appeared in PPI (Pre Placement Interview) for a different role. The role offered to you is at par with the assessment of your skills from the interview.

Please feel free to write to us at talent.acquisition@infosys.com for any clarifications.

Best Regards,

Talent Acquisition

Infosys

HRD/FINALSEMTRG/2022/1003643607



February 2, 2022

Kartikey Bhawsar.

Dear Kartikey,

This is in reference to the Internship Program (**'Program'** hereinafter) offered to you by Infosys Limited (**'Infosys'** hereinafter), a corporation incorporated and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India, in accordance with the terms of the Internship Agreement executed between you and Infosys on [date]. The details of the Program are as follows:

1. Program Date : **February 7, 2022**
2. Duration of the program : **16 Weeks**
3. Mode of Internship : **Online or at the Company's premises at Mysore**

Infosys at its sole discretion permits you to work remotely during the Program, till further notice. The Company does not expect you to work from office for the foreseeable future. You may continue to work remotely unless there are business requirements, including changes in the applicable law, in which case, you will be provided 30 (Thirty) calendar days' notice to return to office. As such, should you be asked to return to work, you agree that it will not be considered a modification to your working conditions.

You will be entitled to get a **Stipend of Rs. 25,000/- (Rupees Twenty Five Thousand Only) per month** during the Program. You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Intern's obligations as per the Internship Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys's confidential and proprietary information. Infosys disclaims all liability and responsibility for acts and/or omissions by you that are in violation of any of the applicable laws, governmental orders, guidelines, rules, ordinances, or regulations that are in force at the applicable time

Please note that the Internship Agreement may be terminated by Infosys in accordance with Clause 6 of the Internship Agreement.

Please sign this letter, the Internship Agreement and the undertakings, attached herewith and send across a scanned copy of the same to Infosys_LPCampus@infosys.com before 07th February 2022. You are also required to send the signed hard copy of this letter, the Internship Agreement, and the attached undertakings to Infosys's office at Electronics City, Hosur Road, Bangalore 560 100, India before 14th February 2022

You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,
Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP and Head Human Resources – Infosys Limited

Dear Kartikey,

We would like to ensure that you are updated on a few things in order to ensure that your Internship Program with Infosys is productive and enjoyable.

You will be required to login to WebEx on the day of your joining. The details of WebEx meeting will be shared with you shortly over e-mail.

You are required to work from Monday through Friday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on an assigned project topic and submit a copy of your project report to your Project Mentor.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct as has been specified to me in the Internship Agreement. I acknowledge and agree that Infosys has no liability and responsibility for all acts and/or omissions by me that are in violation of any of the applicable laws, governmental orders, guidelines, rules, ordinances, or regulations that are in force during the period of the Program.

Signature :

Name :

Date :

INTERNSHIP AGREEMENT

This Agreement is made as of _____ (“**Effective Date**” hereinafter) between Infosys Limited, a corporation incorporated and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“**Infosys**”/**Company** hereinafter) represented by [*name of person, designation*]

AND

_____ (“**Intern**” hereinafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Intern is desirous of interning with Infosys and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereinafter) after completing his/her graduation course and thereby becoming commercially viable to any organization that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

- 1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.
- 1.2 “Agreement” shall mean this Internship Agreement which has been executed by and between Infosys and the Intern.
- 1.3 “College Authorities” shall mean and include the Principal and/or Registrar and/or any other designated personnel of _____ (“**College**” hereinafter) who are authorized to issue permission(s) to the Intern to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Intern as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Intern gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Employee Handbook” shall mean the Employee Handbook, which is applicable to all the employees of Infosys.
- 1.6 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Employee Handbook of Infosys.
- 1.7 “Project” shall mean the mandatory final semester College project work as part of his/her curriculum in his/her College.
- 1.8 “Program” shall include the meaning ascribed to it in Clause 2.

2. PROGRAM:

- 2.1 The Program would commence from **February 7, 2022**
- 2.2 The Program would be conducted online or at the Infosys premises at Mysore and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Intern would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Intern to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Intern to undergo the entry level training program.
- 2.6 The Program will require the Intern to be assessed on his soft skills by relevant personnel designated by Infosys.

4. INFOSYS’ OBLIGATIONS

- 4.1 Infosys shall ensure that the Intern is given every possible opportunity to complete his/her Project during the course of the Program.

4.2 For the above-mentioned completion of the Intern's Project, Infosys shall allow the Intern extensive use of the facilities which were ordinarily available to the Intern during the Program.

5. INTERN'S OBLIGATIONS

5.1 The Intern, during the course of the Program needs to be present in the territory of India.

5.2 The Intern, during the course of the Program, would have to follow certain rules and regulations and certain company policies of Infosys that would normally be applicable to any other employee of Infosys, including but not limited to the Code of Conduct and Ethics and any other policies and agreements pertaining to confidentiality and intellectual property rights protection.

5.3 The Intern shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.

5.4 The Intern shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.

5.5 The Intern shall not commit any act(s) of Misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.

5.6 The Intern shall not disclose any Confidential Information to any party without the prior written approval of Infosys. Notwithstanding the above, the obligations of this Clause will remain inoperative as against you if the Confidential Information is (i) known to the public, through no act or failure to act on your part; (ii) authorized for dissemination to others by the Company without restrictions on disclosure; (iii) legitimately received from a third party without restrictions on disclosure in favor of the Company; (iv) generally made available to third parties by the Company without restrictions on disclosure, or (v) required to be disclosed by law or court order, provided that you will take reasonable steps to give the Company sufficient prior written notice and opportunity to contest such request, requirement or orders. If you have any questions as to what comprises such confidential information, please consult your designated project manager.

5.7 The Intern accepts that Infosys shall be the sole owner of any and all intellectual property rights, including copyright, trademark, etc. and any equivalent and all attendant rights in relation to any report, research, article, publication, work product, software, technical project, techniques, formulas, data, etc. that you would have made and created as part of and during the course of the Program.

5.8 The Intern shall undertake utmost care in maintaining and protecting the assets and intellectual property of the Company, including but not limited to the laptop, software, hardware, files (stored in whatever medium) etc., that the Intern may have access to by virtue of his engagement with Infosys or that may be provided to the Intern by Infosys from time to time, for his/her use.

5.9 Notwithstanding any other provision of this Agreement, the Intern shall be required to follow a 5 (five) day working week as part of the Program.

6. TERMINATION BY INFOSYS

6.1 Infosys has the right to terminate this Agreement at any point of time if the Intern is found to commit an act of Misconduct in accordance with the Company's rules and policies or is found to have been engaging in any exam malpractices or unfair means to clear any comprehensive examinations or complete their education during the course of the program.

6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.

6.3 Infosys has the right to terminate this Agreement with immediate effect if the Intern is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Infosys has the right to terminate this Agreement with immediate effect if the Intern is not present in the territory of India at any point during the duration of the Program.

6.5 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorized in that behalf and shall be issued to the Intern concerned

6.6 Termination of this Agreement under the aforementioned clauses by Infosys would be without prejudice to the Company's right to claim damages suffered on account of such breach or any other relief to which the Company may be entitled to under the contract, law or equity.

7. CONSEQUENCES OF TERMINATION

Upon termination of this Agreement, the Intern shall be obliged to:

7.1 Return all tangible forms of Confidential Information to Infosys.

7.2 Return any of the tangible equipment and/or assets in the same condition as provided to the Intern during the course of the Program.

8. REPRESENTATIONS, WARRANTIES AND INDEMNITIES:

8.1 The Intern fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto. The Intern represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto:

8.2 The Intern shall use his/her best endeavors to complete his/her Project and in the event of him/her not completing the Project, shall not hold Infosys liable thereto.

8.3 Indemnity: The Intern shall always hold harmless Infosys, its officers, employers, employees, agents, representatives and contractors from and against any and all lawful consequences of any loss, damage, costs, penalties, fines, claims, expenses or liabilities arising out of or resulting from negligence, Misconduct, misfeasance or any improper/illegal action of the Intern or any breach of the aforementioned representations and warranties.

9. INTERN STATUS

9.1 Notwithstanding anything contained herein, this Agreement is not intended and shall not be construed as an offer of employment from Infosys.

9.2 During the Program, you will remain a student of your College. This offer of Internship is not to be construed as, and does not constitute, an offer of employment in the Company. Please note that your participation in the Program with Infosys is not guarantee of an offer of employment with Infosys.

10. GENERAL PROVISIONS

10.1 Non-Waiver and Amendment: No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Intern. The failure of either Infosys or Intern at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.

10.2 Force Majeure: Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, pandemics, epidemics, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control ("Force Majeure Event" hereinafter). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.

10.3 Assignment: The Intern shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.

10.4 Severability: If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.

10.5 Governing Law: This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.

10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 Counterparts: This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.
- 10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Intern with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.
- 10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP and Head Human Resources – Infosys Limited

Accepted:

[Kartikey Bhawsar]

Date: _____



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

February 4, 2022

CONFIDENTIAL

Shruti Umredkar
vaishnavi dham colony jain dadawadi chakkar road betul betul
betul, Madhya Pradesh 460001

Dear Shruti:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Technology Solutions Associate - Intern in our Business Technology group, to be based in our Pune office with a start date of February 21, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of February 21, 2022. The internship will last till July 31, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

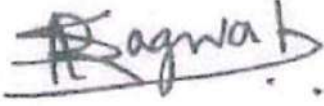
We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until February 11, 2022.


The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.

We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,



Rohit Bhagwat
Office Managing Principal

Signature: 
F879A3B9BB51499...

Name as it appears on PAN card or passport: 

Date Signed: 08-Feb-2022 | 4:44 AM CST

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
Meal Allowance (ZS will provide a meal allowance of INR 5500 per month, through payroll)	66,000
Retirals	10,000
Gratuity - payable on completing 5 years of continuous service with ZS India Private Limited as per the Payment of Gratuity Act 1972 (first year's provision)	
Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.



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www.zs.com

December 23, 2021

CONFIDENTIAL

Rohan Sharma
15
pawan nagar, nemawar road
Indore, Madhya Pradesh 452001

Dear Rohan:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Technology Solutions Associate - Intern in our Business Technology group, to be based in our Pune office with a start date of January 3, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

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Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

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Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

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- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of January 3, 2022. The internship will last till June 30, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until December 31, 2021.

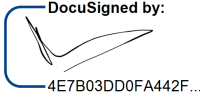
The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.


We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,



Tarun Pandey
Office Managing Principal

Signature: 

Name as it appears on PAN card or passport: 

Date Signed: 25-Dec-2021 | 3:02 AM CST

Shortlisted candidates - CBE			
Name	Last Name	Email ID	Campus
Dheeraj Kumar	Bakoriya	dbakoriya@gmail.com	IET-DAVV
Piyush	Garg	gargp6574@gmail.com	LNCT
Mansi	Shukla	shuklamansi8423@gmail.com	Lakshmi Narain College of Technology
Pratham	Jain	prathamjain061199@gmail.com	Lakshmi Narain College of Technology & Science, Bhopal
aryan	rawat	aryanujn@gmail.com	Institute of Engineering and Technology, DAVV
Kunal	Patil	kspatil0122@gmail.com	PCET's Nutan Maharashtra Institute of Engineering and Technology
Ritik	Chandwani	chandwaniritik04@gmail.com	IET-DAVV, Indore
AFAQ	SHEIKH	18bcs2882@cuchd.in	Chandigarh University
Anand	Patel	anandramesh1999@gmail.com	Institute Of Engineering and Technology DAVV
Akash	Verma	akashzxc786@gmail.com	Institute of Engineering and Technology, DAVV
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Shruti	Kulkarni	kulshruti1802@gmail.com	Pimpri Chinchwad Education Trust PCET's NMIET
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Shikhar	Kelkar	shikhar07007@gmail.com	Lakshmi Narain College of Technology
Akshat	Phadtare	akshat.phadtare51@gmail.com	PCET's Pimpri Chinchwad College Of Engineering and Research
Mohammad	Anas	mohammadanas20799@gmail.com	Lakshmi Narain College of Technology
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Arihant	Jamage	jamagearihant2000@gmail.com	PCET'S Pimpri Chinchwad College of Engineering and Research
Megha	Uthaya Kumar	megha.uk419@gmail.com	Xavier Institute of Engineering, Mahim
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Dishant	Kumbhar	kumbhardishant@gmail.com	Nutan College of Engineering and Resesarch
mayank	dungarwal	dungarwalmayank6@gmail.com	Institute of Engineering and Technology, DAVV indore
Rupesh	Patil	rupeshpatil9007@gmail.com	School of computer sceince and IT DAVV indore MP
Neeraj	Singh	ram417singh@gmail.com	PCCOER
Aniket	Salunkhe	salunkhe.aniket15@gmail.com	Xavier Institute of Engineering

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Dheeraj Kumar	Bakoriya	dbakoriya@gmail.com	IET-DAVV
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aryan	rawat	aryanujn@gmail.com	Institute of Engineering and Technology, DAVV
Kunal	Patil	kspatil0122@gmail.com	PCET's Nutan Maharashtra Institute of Engineering and Technology
Ritik	Chandwani	chandwaniritik04@gmail.com	IET-DAVV, Indore
AFAQ	SHEIKH	18bcs2882@cuchd.in	Chandigarh University
Anand	Patel	anandramesh1999@gmail.com	Institute Of Engineering and Technology DAVV
Akash	Verma	akashzxc786@gmail.com	Institute of Engineering and Technology, DAVV
Anush	Jain	viratanush24@gmail.com	Institute of Engineering and Technology, DAVV
Shruti	Kulkarni	kulshruti1802@gmail.com	Pimpri Chinchwad Education Trust PCET's NMIET
Rajhans	Jajme	rjajme18@gmail.com	International Institute of Professional Studies, DAVV
Chirag	Bagde	chiragsbagde@gmail.com	Pimpri Chinchwad College of Engineering
Manish	Bhagat	bhagat.manishV5@gmail.com	Institute of Engineering and Technology, DAVV
Raman	Singh	ramanrudra02@gmail.com	Lovely Professional University
Roopashree	B S	roopashree.bs@campusuvce.in	UVCE
Rohit	Majnekar	rohit.majnekar@spit.ac.in	Sardar Patel Institute of Technology
Jayesh	Gupta	jayeshgupta2109@gmail.com	Institute of Engineering and Technology
muskan	gaba	muskangaba37@gmail.com	Chandigarh University
Subrat	Shukla	shuklasubrat42@gmail.com	Lovely Professional University
Priyanshi	Agrawal	priyanshi2203@gmail.com	IET DAVV Indore

Jyoti Prakash	Dwivedi	jpdwivedi26@gmail.com	institute of engineering and technology, davv indore
ABHAY	VAISHNAV	abhayvaishnav551@gmail.com	Lovely Professional University
Rucha	Tallur	ruchatallur@gmail.com	Xavier Institute of engineering
Mrityunjay	Mishra	mmrityunjay727@gmail.com	Lovely Professional University
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Abhijeet	Waghmare	abhijeetwaghmare2000@gmail.com	Pimpri Chinchwad College of Engineering and Research
Swetha	Rachakonda	rachakonda_swetha@srmmap.edu.in	SRM University
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Kishorekamales h	Naicker	kishorekamaleshn@gmail.com	Xavier Institute of Engineering
Bushra	Khan	bushra30102000@gmail.com	Lakshmi Narain College of Technology Excellence
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www.capgemini.com/in-en

Superset ID: 1263184

Letter of Intent ("LOI")

Dear Animesh Kansotia,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1263184**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1263184**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1263184**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Animesh Kansotia
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Superset ID: 1263025

Letter of Intent ("LOI")

Dear Priyanka Singh,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1263025**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1263025**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1263025**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Priyanka Singh
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Superset ID: 1264880

Letter of Intent ("LOI")

Dear Gargi Trivedi,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Senior Analyst** and **A5** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1264880**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1264880**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1264880**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Gargi Trivedi
Senior Analyst and A5

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 7,50,000/- (Rupees Seven Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1262320

Letter of Intent ("LOI")

Dear Kunal Katare,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1262320**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Kunal Katare
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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www.capgemini.com/in-en

Superset ID: 1262496

Letter of Intent ("LOI")

Dear Muskan Sharma,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Senior Analyst** and **A5** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

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3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1262496**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Muskan Sharma
Senior Analyst and A5

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 7,50,000/- (Rupees Seven Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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28th October 2021

To,

Lakhan Maltare,

Dear Lakhan,

This refers to your application for internship and the subsequent discussion you had with us. We are pleased to offer you the position of **Intern** at **Bangalore**.

The duration of internship will be from **3rd January 2022 to 3rd June 2022**. During the internship period, you will be eligible for a stipend of **INR 30000** per month. The company will deduct taxes as appropriate and consistent with the Indian tax regulations. Also, during your internship period, you will be eligible for 1 day of medical leave per month.

Your internship period would be for a duration of Six (6) months. You can terminate this Agreement with serving a Notice Period of Thirty (30) days.

You are requested to submit photocopies of the following documents with the signed copy of acceptance letter.

- Latest passport size photograph
- ID and Address Proof
- Educational Qualification Certificates

We look forward to you working with Capillary Technologies.


Best Wishes,

for **Capillary Technologies India Pvt Ltd**

A handwritten signature in black ink, appearing to read "Shruti Alva", written over a light blue horizontal line.

Shruti Alva

Senior Manager,HR

A large, colorful graphic consisting of several overlapping, curved bands in shades of blue, orange, green, and yellow, resembling a stylized infinity symbol or a continuous loop.

Capillary Technologies India Pvt Ltd
#36/5, 2nd Floor, Somasandra Palya,
Adjacent 27th Main Road,
Sector 2, HSR Layout,
Bangalore - 560108 India

Registered Office
Reg# U72200KA2012PTC063060
#43/61, 1st Floor, "Srinidhi",
Surveyors Street,
Bangalore

Acceptance of Internship

I hereby accept the Internship as set out in this letter. The date of my commencement of internship is 3 January 2022.

Name: Lakhan Maltare

Signature: 



Date:6th Oct 2021

Vaidik Panchal
41/21,
Jawahar Nagar,
Station Road,
Jaora,
Dist. Ratlam,
Madhya Pradesh - 457226
Phone no-9993597199

Subject - Offer of Appointment

Dear **Vaidik Panchal**,

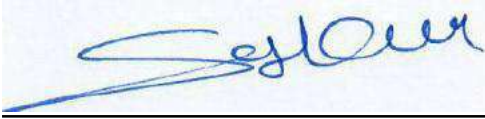
It is our pleasure to welcome you to Cerium Systems Private Limited (referred to as "The Company")

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Engineer** on **U1** band, operating out of our **Bangalore** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 4,10,000 (Indian Rupees Four lakhs ten thousand only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on (**Joining Date will be communicated Later**) at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Bangalore office** at 9:30 AM to complete the joining formalities. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to Offers@cerium-systems.com latest by **8th Oct 2021**.

9. For any clarification / further Information on:

- Employment terms and conditions, please get in touch with **Bhargav** (E-Mail:Offers@cerium-systems.com)
- On boarding logistics / operations, kindly drop a mail to helpdesk@cerium-systems.com (Please quote the Reference No. as mentioned above in emails)

For Cerium Systems Private Limited,



Authorized Signatory

Encl: **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** (Code of Conduct and Ethics), **Annexure I** (Indemnity Bond with Surety)

Accepted

Date:

Signature of Candidate:

Annexure - A

NAME	Vaidik Panchal	
TITLE	Associate Engineer	
BAND	U1	
LOCATION	Bangalore	
COMPONENTS	Per Annum (All figures in Indian Rupees)	
BASIC (@40% OF TOTAL FIXED PAY)	156980	
HRA (@70% OF BASIC)	109886	
BONUS / STATUTORY BONUS	48000	
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND	21600	
FLEXIBLE COMPONENTS OF TFP	55983	
TOTAL FIXED PAY..... (A)	392449	
TOTAL VARIABLE PAY (TVP)..... (B)	0	
ADDITIONAL BENEFITS..... (C)	10000	
GRATUITY	7551	
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	410000	

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.
- Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan" under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	
Meal Card	26400
Residential Telephone Reimbursement	
Car Lease	
Fuel & Maintenance	
Driver Salary	
Superannuation	
National Pension Scheme	

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component.

(Contd...)

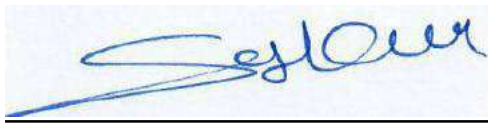
Annexure - A (Contd...)

- 3. Additional Benefits:** Associates shall be eligible for below mentioned benefits:
- a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates on the unfortunate death of the associate.
 - b) Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of 3 Lakhs applicable to Self.
 - c) Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPA scheme payable in case of permanent disablement arising out of any unfortunate event of an accident.
- 4. Deductions:**
- a)** The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non-adherence as per disciplinary policies etc.
 - b)** Statutory Deductions: Cerium Systems Private Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Cerium Systems Private Limited, provide documents/proofs of such payments.

Notes:

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

For Cerium Systems Private Limited,



Authorised Signatory

Annexure – B

1) Employment Agreement

a) Code of Conduct

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

b) Secrecy

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

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

c) Employee data

By accepting this Offer and furnishing your personal data to the Company, you are according your irrevocable consent to Company to possess, deal with or handle your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) Non-Solicitation / Non-Compete

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

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

f) Exclusivity of Services, Publications, Gifts/Anti-bribery

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

directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

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

You hereby covenant and undertake that you will:

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

g) Confidentiality / Non-Disclosure

- a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.
- b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Cerium Systems Private Limited will either be Intellectual Property of the Cerium Systems Private Limited or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Cerium Systems Private Limited or the Client.

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 sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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

3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of 90 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Cerium Systems Private Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.
- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Cerium Systems Private Limited from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Cerium Systems Private Limited's intranet. You are requested to visit the site at frequent

intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Cerium Systems Private Limited's policies. Cerium Systems Private Limited reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

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

7. Restraints

Access to Information

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

Authorization

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

Smoking

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

Passwords

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

Unauthorized Software

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

Security

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

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

(a) Destroying Papers & Material

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

(b) Use of Company Resources

- i. You shall use The Company's resources only for official purposes as per the applicable Company policy.
- ii. The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.
- iii. You shall access only those web sites, which are relevant to your work at hand.
- iv. You shall not use any company resource for hacking or other unethical / illegal activities.

v. You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

8. Overseas Service Agreement

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

9. Intellectual Property Rights

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

10. Jurisdiction

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

11. Retirement

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

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

12. General

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

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

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

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full :

Signature :



Cerium Systems Pvt Ltd
No 527, 22nd Main Road, Sector 1
Sector 1, HSR Layout
Bangalore, Karnataka 560102, India
Cerium-systems.com

Address :
Date :
Place :



Annexure- C- Medical Declaration

MEDICAL DECLARATION FORM

Applicant ID (To be filled by HR)

Associate ID (To be filled by HR)

First Name:

Last Name:

Gender: Male/Female

Date of birth (DD/MM/YYYY)

Blood Group

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

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

<input type="checkbox"/>	Heart Attack	<input type="checkbox"/>	Diabetes
--------------------------	--------------	--------------------------	----------

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

Candidate's Declaration:

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

Signature:

Name:

Date:

(DD/MM/YY)

Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the

- a. Acceptance copy of Cerium Systems Private Limited's offer of appointment duly signed on all pages (including all annexures)
- b. Two passport-sized color photographs with white background.

If you have not submitted the following documents on the Cerium Systems Private Limited Pre-Onboarding Portal, or if documents are submitted but not yet approved, you should carry the following documents:

- a. **Relieving Letter:** Your relieving letter from your present organization Service Certificate from the last employer as well as all previous employers.
- b. **Valid Passport:** Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.
- c. **PAN Card:** You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.
- d. **Aadhaar Card:** You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing the KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities. Please do ensure that your Name on the Aadhaar Card Name and PAN name is same and Aadhaar Card has correct Date of Birth (DD-MM-YYYY format) and Father's name.
- e. **PF UAN Number:** You MUST provide your PF UAN Card copy or UAN Number (not applicable for fresher's). You can find UAN number on your previous employer pay slip or you can check with your previous employer for your PF UAN 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 revoke the offer.

Annexure E - Confidentiality Agreement

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

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

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

Name:

Signature:

Date:

Annexure - F - Intellectual Property Assignment

Associate Name:

Associate ID:

Date:

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

(a) Intellectual Property Assignment

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

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

(b) Restrictions after Termination

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

WITNESSED

ACCEPTED

Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment with Cerium Systems Private Limited and in consideration of the wages or salary to be paid to me and regardless of the duration of my employment, I enter into the following agreements:

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

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

- a. Because it may not be clear to Associate which information is Confidential Information in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Cerium Systems Private Limited before making any disclosure of information covered by this Agreement.
- b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India provided, however, that prior to such disclosure, the Associate (i) notifies Cerium Systems Private Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Cerium Systems Private Limited has had the opportunity to prevent or limit such disclosure.
- c. In the event of a breach or threatened breach of this Section 4 by Associate, Cerium Systems Private Limited shall be entitled, in addition to all other remedies otherwise available to Cerium Systems Private Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d. In the event that Cerium Systems Private Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Cerium Systems Private Limited any costs and attorneys' fees reasonably incurred by Cerium Systems Private Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise

be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Cerium Systems Private Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Cerium Systems Private Limited or any research or development conducted by Cerium Systems Private Limited. I agree to assign, disclose and deliver to Cerium Systems Private Limited as Cerium Systems Private Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Cerium Systems Private Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.
6. **Partial Restriction on Post-Termination Competition:** Background. Cerium Systems Private Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Cerium Systems Private Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Cerium Systems Private Limited's customers or competitors may attempt to cause me to leave Cerium Systems Private Limited and wrongfully gain the benefit of Cerium Systems Private Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Cerium Systems Private Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Cerium Systems Private Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Cerium Systems Private Limited's interest, giving due regard to both my interests and the interests of Cerium Systems Private Limited.
7. **Covenant Not to Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months' period following the termination of my employment with Cerium Systems Private Limited (irrespective of the reason for or such termination),
- (a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Cerium Systems Private Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Cerium Systems Private Limited provided, however, that this restriction shall apply only to customers of Cerium Systems Private Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Cerium Systems Private Limited within the two year period preceding the date my employment with Cerium Systems Private Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.
- (b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Cerium Systems Private Limited's for which I am providing services on behalf of Cerium Systems Private Limited that are competitive with the products and services available to the client from Cerium Systems Private Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Cerium Systems Private Limited associate; or (2) induce or solicit any associate of Cerium Systems Private Limited to seek or obtain such employment with a customer of Cerium Systems Private Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

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

8. **Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation, benefits training and experience that Cerium Systems Private Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim any additional or special payment or compliance with the covenants and agreements herein.

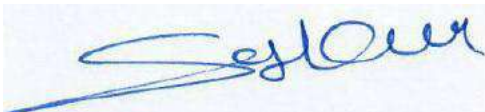
9. **Damages and Remedies:** I acknowledge and agree that if I violate this Agreement, Cerium Systems Private Limited may take legal action against me as follows: (1) Cerium Systems Private Limited may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable injury to the business, good will, client relations and proprietary information of Cerium Systems Private Limited an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Cerium Systems Private Limited shall in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.
10. **Severability:** Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
11. **Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Cerium Systems Private Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Cerium Systems Private Limited.
12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Cerium Systems Private Limited (Together with their successors and assigns).
13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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

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

Executed this _____ day of _____, 20__

For and on Behalf Of
Cerium Systems Private Limited



Authorized Signatory

Signature

(Suresh Kumar Varupula)

Annexure – H

PROOF OF ACCEPTANCE OF
Code of Ethical Business Conduct (CEBC)
And
Statement of Policies and Procedures for Preventing Insider Trading

To
Cerium Systems Private Limited
Date of Joining: _____
Dear Sir/Madam,

I _____ Associate Id No _____

(Associate) of Cerium Systems Private Limited do hereby state to have read and accepted that Cerium Systems Private Limited Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading.

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR)

Signature of the Associate

Name:

Annexure - I

INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at _____ on this _____ by Mr. /Ms. /Mrs. **Name** _____ **age** _____ S/o Mr. _____ a permanent resident of _____ *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first part

AND

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

IN FAVOUR OF Cerium Systems Private Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at #527, 22nd Main Road, O.R.R Beside HDFC Bank, Bangalore, Karnataka 560102 [hereinafter called "**Cerium Systems**" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the Employee has been selected for appointment as Associate Engineer in the service of Cerium Systems.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee of Cerium Systems**.

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

AND WHEREAS one of the terms and conditions of the appointment is that the **Employee** shall undergo an initial training programme for a minimum period of 3 months and would be subsequently placed on assignments relating to various projects of **Cerium Systems**. The Employee shall serve Cerium Systems for a minimum period of 36 months from the date of joining of the **Employee** and execute an indemnity with surety in favour of **Cerium Systems**.

NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Cerium Systems** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Cerium Systems** without any interruption whatsoever and serve **Cerium Systems**, on its various projects at any location, in India or abroad, for a minimum period of 36 months from the date of joining.
2. The Employee hereby undertakes to devote his/her full time and attention to the business of **Cerium Systems** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Cerium Systems**.
3. The **Employee** hereby undertakes to honor the commitment made by **Cerium Systems** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.
4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Cerium Systems, the Surety shall be jointly and severally liable to pay the aforesaid amount of Rs. 500000/- (**Rupees Five lakhs only**) to **Cerium Systems** with an interest at the rate as specified herein below, immediately on demand.
5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of**

his/her service as per rules/regulations, by Cerium Systems, he/she shall pay an amount of **500000/- (Rupees _Five_ lakh only)** with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Cerium Systems has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Cerium Systems during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as **500000/- (Rupees Five lakh only)** are reasonable, which they both agree to pay jointly and severally, on demand made by Cerium Systems.

6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Cerium Systems** for the aforesaid term of **36** months, and Cerium Systems shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Cerium Systems** as applicable, in case of commission of any misconduct by the **Employee**.

7. The amount specified above shall constitute a debt owing to **Cerium Systems** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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

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

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

1. WITNESS:

NAME & ADDRESS:

2. WITNESS:

NAME & ADDRESS



Cerium Systems Pvt Ltd
No 527, 22nd Main Road, Sector 1
Sector 1, HSR Layout
Bangalore, Karnataka 560102, India
Cerium-systems.com

Date:6th Oct 2021

Vibha Chandeliya
7/56 Moroliya sadan ,
khuman ka wada,
Vidisha Road,
Ashok Nagar (Madhya Pradesh) - 473331
Phone no-6269418636

Subject - Offer of Appointment

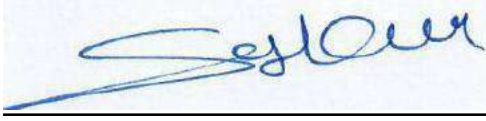
Dear **Vibha Chandeliya**,

It is our pleasure to welcome you to Cerium Systems Private Limited (referred to as "The Company")

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Engineer on U1** band, operating out of our **Bangalore** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 4,10,000 (Indian Rupees Four lakhs ten thousand only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **(Joining Date will be communicated Later)** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Bangalore office** at 9:30 AM to complete the joining formalities. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to Offers@cerium-systems.com latest by **8th Oct 2021**.
9. For any clarification / further Information on:
 - Employment terms and conditions, please get in touch with **Bhargav** (E-Mail:Offers@cerium-systems.com)
 - On boarding logistics / operations, kindly drop a mail to helpdesk@cerium-systems.com(Please quote the Reference No. as mentioned above in emails)

For Cerium Systems Private Limited,





Authorized Signatory

Encl: **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** (Code of Conduct and Ethics), **Annexure I** (Indemnity Bond with Surety)

Accepted

Date:08/07/2021



Signature of Candidate:



Annexure - A

NAME	Vibha Chandeliya
TITLE	Associate Engineer
BAND	U1
LOCATION	Bangalore
COMPONENTS	Per Annum (All figures in Indian Rupees)
BASIC (@40% OF TOTAL FIXED PAY)	156980
HRA (@70% OF BASIC)	109886
BONUS / STATUTORY BONUS	48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND	21600
FLEXIBLE COMPONENTS OF TFP	55983
TOTAL FIXED PAY..... (A)	392449
TOTAL VARIABLE PAY (TVP)..... (B)	0
ADDITIONAL BENEFITS..... (C)	10000
GRATUITY	7551
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	410000

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.
- Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan" under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	
Meal Card	26400
Residential Telephone Reimbursement	
Car Lease	
Fuel & Maintenance	
Driver Salary	
Superannuation	
National Pension Scheme	

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component.

(Contd...)



Annexure - A (Contd...)

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

- a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates on the unfortunate death of the associate.
- b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of 3 Lakhs applicable to Self.
- c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPA scheme payable in case of permanent disablement arising out of any unfortunate event of an accident.

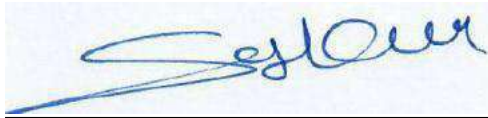
4. Deductions:

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

Notes:

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

For Cerium Systems Private Limited,



Authorised Signatory

Annexure – B

1) **Employment Agreement**

a) **Code of Conduct**

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

b) **Secrecy**

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, knowhow, or inventions of Cerium

Systems Private Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

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

c) Employee data

By accepting this Offer and furnishing your personal data to the Company, you are according your irrevocable consent to Company to possess, deal with or handle your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care. **d) Conflict of Interest**

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) Non-Solicitation / Non-Compete

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

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

f) Exclusivity of Services, Publications, Gifts/Anti-bribery

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

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

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the AntiTerrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or

indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

g) Confidentiality / Non-Disclosure

- a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.
- b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Cerium Systems Private Limited will either be Intellectual Property of the Cerium Systems Private Limited or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Cerium Systems Private Limited or the Client.

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 sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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

3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of 90 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or nonperformance, Cerium Systems Private Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.
- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. Company Policies

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

6. Personal Indebtedness

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

7. Restraints Access to Information

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

Authorization



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

Smoking

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

Passwords

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

Unauthorized Software

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

Security

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

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

(a) Destroying Papers & Material

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

(b) Use of Company Resources

- i. You shall use The Company's resources only for official purposes as per the applicable Company policy.
- ii. The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.
- iii. You shall access only those web sites, which are relevant to your work at hand. iv. You shall not use any company resource for hacking or other unethical / illegal activities.
- v. You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

8. Overseas Service Agreement

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

9. Intellectual Property Rights

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



execute/sign the Intellectual Property Rights Assignment document as and when required by Cerium Systems Private Limited or the Client.

10. Jurisdiction

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

11. Retirement

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

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

12. General

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

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

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

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full : Vibha Chandeliya

Signature :



Address: 7/56 moroliya sadan, khuman ka wada, Vidisha road, Ashoknagar (473331)

Date : 08/10/2021

Place : Ashoknagar (M.P.)



Annexure- C- Medical Declaration

MEDICAL DECLARATION FORM			
First Name:	VIBHA	Last Name:	Chandeliya
Gender: Male/Female	Female	Date of birth (DD/MM/YYYY)	18/07/2001
		Blood Group	B+
Applicant ID (To be filled by HR)		Associate ID (To be filled by HR)	

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?		*	
Can you readily distinguish between the pigmentary colors?	*		
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?		*	
Do you have any physical deformity / handicap?		*	
Do you have any congenital disorder / abnormality?		*	
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?		*	
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?		*	
Have you ever been disqualified on medical grounds from any previous employment opportunity?		*	
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?		*	
Have you had any form of critical illness or operation in the last two years?		*	
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?		*	

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

Heart Attack	Diabetes
--------------	----------



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

Annexure – D – Checklist of the Documents

Candidate's Declaration:

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

Signature:



Name: _____ **Vibha Chandeliya** _____

Date: _____ **08/10/2021** _____
(DD/MM/YY)

At the time of joining, you are requested to bring the

- Acceptance copy of Cerium Systems Private Limited's offer of appointment duly signed on all pages (including all annexures)
- Two passport-sized color photographs with white background.

If you have not submitted the following documents on the Cerium Systems Private Limited Pre-Onboarding Portal, or if documents are submitted but not yet approved, you should carry the following documents:

- Relieving Letter:** Your relieving letter from your present organization Service Certificate from the last employer as well as all previous employers.
- Valid Passport:** Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.
- PAN Card:** You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.
- Aadhaar Card:** You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing the KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities. Please do ensure that your Name on the Aadhaar Card Name and PAN name is same and Aadhaar Card has correct Date of Birth (DD-MM-YYYY format) and Father's name.

- e. **PF UAN Number:** You MUST provide your PF UAN Card copy or UAN Number (not applicable for fresher's). You can find UAN number on your previous employer pay slip or you can check with your previous employer for your PF UAN 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 revoke the offer.

Annexure E - Confidentiality Agreement

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

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

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

Name: Vibha Chandeliya

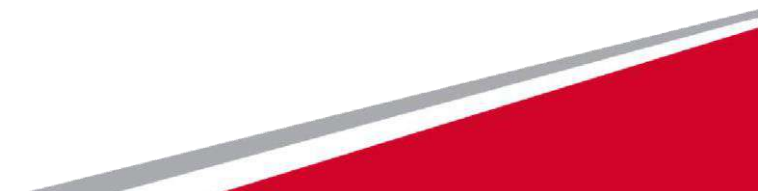
Signature:



Date: 08/10/2021

Annexure - F - Intellectual Property Assignment

Associate Name:



Associate ID:

Date:

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

(a) Intellectual Property Assignment

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

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

(b) Restrictions after Termination

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

WITNESSED

ACCEPTED

Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment with Cerium Systems Private Limited and in consideration of the wages or salary to be paid to me and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably and to the best of my ability all duties required of me from time to time by Cerium Systems Private Limited. I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Cerium Systems Private Limited during the term of my employment with Cerium Systems Private Limited either within or outside of business hours.
2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
3. **Actions Required on Termination:** Upon termination of my employment at Cerium Systems Private Limited whether voluntary or involuntary (or at any other time upon the request of Cerium Systems Private Limited.), I shall return to Cerium Systems Private Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks,



supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Cerium Systems Private Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

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

- a. Because it may not be clear to Associate which information is Confidential Information in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Cerium Systems Private Limited before making any disclosure of information covered by this Agreement.
- b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India provided, however, that prior to such disclosure, the Associate (i) notifies Cerium Systems Private Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Cerium Systems Private Limited has had the opportunity to prevent or limit such disclosure.
- c. In the event of a breach or threatened breach of this Section 4 by Associate, Cerium Systems Private Limited shall be entitled, in addition to all other remedies otherwise available to Cerium Systems Private Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d. In the event that Cerium Systems Private Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Cerium Systems Private Limited any costs and attorneys' fees reasonably incurred by Cerium Systems Private Limited in connection with obtaining such judgment or order.

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

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

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

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

8. **Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation, benefits training and experience that Cerium Systems Private Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim any additional or special payment or compliance with the covenants and agreements herein.
9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Cerium Systems Private Limited may take legal action against me as follows: (1) Cerium Systems Private Limited may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Cerium Systems Private Limited an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Cerium Systems Private Limited shall in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.
10. **Severability:** Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
11. **Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Cerium Systems Private Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Cerium Systems Private Limited.
12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Cerium Systems Private Limited (Together with their successors and assigns).
13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.



14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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

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

Executed this _____ day of _____, 20____

For and on Behalf Of
Cerium Systems Private Limited



Authorized Signatory

Signature

(Suresh Kumar Varupula)

Annexure – H

PROOF OF ACCEPTANCE OF
Code of Ethical Business Conduct (CEBC)
And
Statement of Policies and Procedures for Preventing Insider Trading

To
Cerium Systems Private Limited
Date of Joining: _____

Dear Sir/Madam,

I _____ Vibha Chandeliya _____ Associate Id No _____

(Associate) of Cerium Systems Private Limited do hereby state to have read and accepted that Cerium Systems Private Limited Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR)

Signature of the Associate

Name:



Annexure - I

INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at _____ on this _____ by Mr. /Ms. /Mrs. **Name** _____ age _____ S/o Mr. _____ a permanent resident of _____ *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first part

AND

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

IN FAVOUR OF Cerium Systems Private Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at #527, 22nd Main Road, O.R.R Beside HDFC Bank, Bangalore, Karnataka 560102 [hereinafter called "**Cerium Systems**" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the Employee has been selected for appointment as Associate Engineer in the service of Cerium Systems.

AND W H E R E A S an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee of Cerium Systems**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Cerium Systems** on by the **employee**.

AND WHEREAS one of the terms and conditions of the appointment is that the **Employee** shall undergo an initial training programme for a minimum period of 3 months and would be subsequently placed on assignments relating to various projects of **Cerium Systems**. The Employee shall serve Cerium Systems for a minimum period of 36 months from the date of joining of the **Employee** and execute an indemnity with surety in favour of **Cerium Systems**.

NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Cerium Systems** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Cerium Systems** without any interruption whatsoever and serve **Cerium Systems**, on its various projects at any location, in India or abroad, for a minimum period of 36 months from the date of joining.
2. The Employee hereby undertakes to devote his/her full time and attention to the business of **Cerium Systems** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Cerium Systems**.
3. The **Employee** hereby undertakes to honor the commitment made by **Cerium Systems** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.
4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity 500000/- (Rupees Five lakhs only) by the Employee and** failure to indemnify Cerium Systems, the Surety shall be jointly and severally liable to pay the aforesaid amount of **Rs.** to **Cerium Systems** with an interest at the rate as specified herein below, immediately on demand.

5. The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Cerium **500000/- (Rupees _Five_ lakh only)** Systems, he/she shall pay an amount of) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Cerium Systems has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Cerium Systems during intervening period. The employee and surety agree that assessment of liquidated **500000/- (Rupees Five lakh only)** damages as assessed as are reasonable, which they both agree to pay jointly and severally, on demand made by Cerium Systems.
6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Cerium Systems** for the aforesaid term of **36** months, and Cerium Systems shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Cerium Systems** as applicable, in case of commission of any misconduct by the **Employee**.
7. The amount specified above shall constitute a debt owing to **Cerium Systems** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.
8. **IN WITNESS** whereof, the **EMPLOYEE & the SURETY** have put their signatures in the presence of the witnesses.

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

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

1. WITNESS:

NAME & ADDRESS:

2. WITNESS:

NAME & ADDRESS





08-Dec-2021

Chandrakant Dubey
B.E. Mechanical
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Chandrakant Dubey,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



Cisco Systems (India) Private Limited
SEZ Unit, Cessna Business Park,
Kadubeesanahalli Village
Varthur Hobli, Sarjapur Marathalli Outer Ring Road
Bangalore, Karnataka 560103
CIN: U31909KA1995PTC019505
India

Dear **Kushagra**

Congratulations on your offer to join Cisco.

At Cisco, our commitment is to drive the most trusted customer experience in the industry, through our innovation, choice, and extraordinary people. We have a unique opportunity to build a better, more equitable, and inclusive future for everyone.

Day to day, we make a meaningful difference for our people, our customers, and the world around us. We support each other and work together to create shared success that will benefit everyone. As we bring our talents and ideas together, we hope you will join us as we work to empower an inclusive future for all.

We're offering you a position as a **Technical Undergraduate Intern**, Grade **99** in **123 - Cisco Systems (India) Private Limited**. You'll report to me, **Shivakumar Jayaraman [shivjaya@cisco.com]** and you'll start in our **IND-CHENNAI.NON-REMOTE** office.

When you'll start

We're planning for you to start on **16-Feb-2022** (Start Date). If this date won't work for you, please email me (**Shivakumar Jayaraman [shivjaya@cisco.com]**) with the date you prefer and we can discuss options. You just need to make sure it is at least two weeks after we received all your signed documents.

What Happens Next?

Please let us know your response to this offer by **03-Feb-2022** by either accepting this offer or contacting your recruiter or me to discuss.

If you accept the offer, you'll get access to our hiring portal, "My Documents Space" where you'll find more about what you need to get started on your Cisco career journey, including an overview of the benefits that are offered to our employees in India.

Get in touch if you have any questions. Reach out to me personally, or your recruiter, who is also a great source of information. It's been a pleasure getting to know you, **Kushagra**. I look forward to having you on our team!

Welcome to Cisco!

Shivakumar Jayaraman [shivjaya@cisco.com]
Director, Software Engineering



12-Jan-2022

Yogesh Thorat
B.E. Information Technology
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Yogesh Thorat,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



12-Jan-2022

Vinamra Neema
B.E. Information Technology
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Vinamra Neema,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
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- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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- 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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



02-Dec-2021

Arshit Chouhan
B.E. Computer Science
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Arshit Chouhan,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
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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. Any breach of information security will be dealt as per Company Policy.

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- 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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



02-Dec-2021

Mahima Bhimwani
B.E. Electronics and Telecommunication Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Mahima Bhimwani,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

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Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

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- Pan Card
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- 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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



02-Dec-2021

Anand Parmar
B.E. Mechanical
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Anand Parmar,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

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Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

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- 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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



02-Dec-2021

Mayank Shivhare
B.E. Electronics and Instrumentation Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Mayank Shivhare,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

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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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



12-Jan-2022

Hemant Rajpoot
B.E. Information Technology
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Hemant Rajpoot,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

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- 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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



Letter of Intent (LOI)

Superset ID: 1330225

November 02, 2021

Dear Rahul Sahu,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

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

Maya Sreekumar

Vice President - Human Resources



Letter of Intent (LOI)

Superset ID: 1335528

November 02, 2021

Dear Aayush Jain,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

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

Maya Sreekumar

Vice President - Human Resources



12-Jan-2022

Sankalp Davi
B.E. Electronics and Telecommunication Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Sankalp Davi,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



12-Jan-2022

Sankalp Davi
B.E. Electronics and Telecommunication Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Sankalp Davi,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



17-Nov-2021

Jayesh Gupta
B.E. Computer Science & Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Jayesh Gupta,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:

PRIVATE & CONFIDENTIAL

8 December, 2021

Mr. Sharad Sharma
Institute of Engineering & Technology, Devi Ahilya Vishwavidyalaya
Khandwa Road Indore (M.P.) -452017

Dear Sharad,

We are pleased to offer you an internship with Credit Suisse Services AG, Pune Branch (the "Company") on the terms and conditions set out below in this internship agreement.

In the course of your internship with the Company, you will be required to perform services for the Company and, subject to applicable laws and regulations, other entities comprising the Credit Suisse Group. In this internship agreement, "Credit Suisse Group" and "CS" mean Credit Suisse Group AG and/or its affiliates.

Location:

Your principal place of work will be in the Company's offices in Pune, India. Although you may be required to travel outside of Pune from time to time to carry out your duties, you must not work on a regular basis from any other location outside of Pune without the written approval of the Company.

Amendments due to COVID-19:

Due to the COVID-19 situation, the Company reserves the right to amend this internship agreement as required, or as it deems necessary. For example, you may be required to undertake all, or part of, your internship on a virtual basis, in which case, your principle place of work will be from your home or other approved location ("Home Work Site"). If you are required to undertake your internship on a virtual basis, this internship agreement is conditional upon you having the right to work from the Home Work Site.

Position:

Intern, Technology

Commencement Date:

Your internship will commence on a date following the satisfactory completion of the background and other checks referred to herein which is to be agreed between you and the Company (the "Commencement Date") but in any event no later than 17 January, 2022 Your Commencement Date is also subject to work pass approval, where applicable.

Duration:

The duration of your internship will commence on the Commencement Date and unless terminated sooner in accordance with the 'Termination' section herein, will expire on 13 May, 2022. Your internship may be extended by mutual agreement between you and the Company in writing.

Stipend:

Your stipend will be INR 900,000 per annum, payable monthly. Your Stipend will be payable in equal instalments monthly in arrears and will be subject to all applicable statutory withholdings.

Overtime:

You will not be eligible for overtime payments in line with prevailing Company policy.

Annual Leave:

You will be entitled to 21 days' annual leave for each completed year of service, pro-rated for periods of service less than a full year. In addition, you will be entitled to all public holidays approved for the Company. Your annual leave entitlement for the first and last calendar year of your internship will be pro-rated according to your Commencement Date and termination date respectively. Annual Leave entitlement which is not used in the year it is accrued may only be carried forward into the following calendar year strictly in accordance with the Company's prevailing policy. Unused annual leave may be forfeited by the Company at any time to the extent permitted by applicable law. All annual leave days taken will be deducted first from your statutory entitlement accumulation. You will not be entitled to be paid out for any accrued but untaken annual leave upon the expiry of your internship. Further conditions relating to annual leave are set out in the Employee Handbook - India. The terms of this section will prevail in the event of any inconsistency with the Employee Handbook. You must comply with the Company's Required Leave Policy.

Other Benefits:

You will not be entitled to any additional benefits.

Working Hours:

You will be required to work a minimum of 40 hours per week exclusive of meal breaks. The timing of these hours will be determined by the Company in its sole discretion and may include hours that are not within the official business hours of the Company (as defined in the Employee Handbook).

Taxation:

If applicable, the Company will withhold and make due payment of income taxes levied on your internship income and accordingly, if applicable the Company will deduct the appropriate amounts from your gross income.

However, you will remain personally responsible for the preparation, filing and payment of all your income and other taxes worldwide to the relevant tax authorities in connection with the payments and other benefits received by you under this internship agreement.

Termination:

Either you may or we may terminate your internship with the Company for any reason by giving seven day's notice in writing to the other party if such notice is given within the first month following the Commencement Date; and at any time thereafter by giving fifteen day's notice in writing to the other party. The Company, however, shall have the right to shorten any notice period it is required to give you by a payment equal to the amount of the stipend you would have otherwise been paid for the unexpired notice period.

Notwithstanding the foregoing, if the Company terminates your internship for Cause, no notice will be required. With regard to references in this letter to termination for Cause, 'Cause' shall mean: (i) wilful misconduct or gross negligence in the performance of your duties; wilful and continued failure or refusal to perform any duties reasonably requested in the course of your internship with the Company (other than a failure resulting from your disability, as defined in the Company's long-term disability plans applicable to you); or (ii) fraudulent, dishonest or other improper conduct engaged in by you that causes, or in the sole discretion of the Company has the potential to cause, harm to the Company, its parents, its affiliates, its subsidiaries, its business units, its divisions or its or their business or reputation, including, without limitation, your violation of any policies of the Credit Suisse Group applicable to you, your violation of laws, rules or regulations applicable to you, criminal activity, habitual drunkenness or use of illegal drugs; or (iii) a material breach by you of this agreement including engaging in competitive activity or in the direct or indirect hiring or solicitation of employees in violation of any applicable contract, agreement, directive or policy; or in the direct or indirect solicitation of customers or clients of the Credit Suisse Group in violation of any applicable contract, agreement, directive or policy; or disclosing Confidential Information in violation of any applicable contract, agreement, directive or policy; or a failure by you to give notice of a resignation as required by any applicable contract, agreement, or policy.

During any notice period (whether you or the Company has given notice) you will, pending the termination of your internship with the Company, continue to be subject to your fiduciary duties and other obligations as an intern of the Company, you will assist the Company in the transition of your responsibilities and will be entitled to continue to receive your stipend. You may, at the Company's option, be required to remain away from the Company's premises during all or part of the notice period. In no event, however, may you perform services for any other person, firm, corporation or employer during the notice period.

Post Internship Restraints:

For the purposes of this section / paragraph:

'Client' shall mean any Person who is a customer or client of the Company or CS (or was such a client or customer at any time within the Relevant Timeframe) and is also a Person either:

- (a) with whom you have had significant personal contact or dealings in the course of your internship with the Company in the Relevant Timeframe ; and/or
- (b) with whose custom or business you were involved in the course of your internship with the Company in the Relevant Timeframe; and/or
- (c) in respect of whom you have had access to Confidential Information in the Relevant Timeframe (provided that this information remained confidential beyond the Termination Date and could be used by you to obtain business from the Person).

'Client' shall also include any Person with whom the Company or CS were in negotiations or discussions (including tender proposals) in which you were involved and/or with whom you had significant personal contact or dealings and/or in respect of whom you have had access to Confidential Information, at any time in the Relevant Timeframe regarding that Person becoming a customer or client.

'Person' means an individual person, corporation or other entity (whether or not having separate legal personality);

'Relevant Period' means 30 days;

'Restricted Person' means any Person who is employed or otherwise engaged by the Company or CS (or was so employed or engaged at any time during the Relevant Timeframe) and with whom you worked and/or had significant personal contact in the course of your internship with the Company PROVIDED THAT in the course of that Person's employment or engagement, the Person also dealt with or was responsible for customers or clients of the Company or CS, and/or had access to the Confidential Information of the Company or CS, and/or was part of the senior management team of the Company or CS and/or held the post of relationship manager, investment consultant or any similar sales-related post in the Company or CS;

'Termination Date' means the date upon which your internship with the Company ceases, irrespective of the reason for or manner of the cessation; and

'Relevant Timeframe' means the last (12) twelve months of your internship with the Company, or if you have been employed for less than 12 twelve months, that period.

Non-Solicitation:

For the Relevant Period commencing upon and following the Termination Date, you shall not whether on your own behalf or in conjunction with or on behalf of any other person, firm, company, organisation or any other entity (and whether as director, shareholder, principal, consultant, agent, partner, employee, contractor or otherwise) directly or indirectly:

- (a) solicit, induce or encourage any Restricted Person, to leave the employment of, or to cease to provide services to, the Company or CS or to accept employment with, or provide services to, any other Person (irrespective of whether such Restricted Person would commit any breach of his or her contract with the Company or CS or whether such Restricted Person has any post-termination restrictive covenants in his or her contract with the Company or CS); or
- (b) employ or engage or participate in the employment or engagement of any Restricted Person in the same or a similar field of work in which they were previously employed or engaged by the Company or CS, in competition with the Company or CS (irrespective of whether such Restricted Person would commit any breach of his or her contract with the Company or CS or whether such Restricted Person has any post-termination restrictive covenants in his or her contract with the Company or CS); or
- (c) solicit, induce or encourage any Client: (i) to cease to use the services or products of the Company or CS and/or (ii) to use the services or products of any Person who competes with the Company or CS; and/or to otherwise interfere with the relationship which the Company or CS maintains with a Client and/or to discuss with any Client the present or future availability and/or provision of services or products of any Person who competes with the Company or CS; or
- (d) accept a request from and/or enter into any business dealings with any Client to provide services or products of the same type as or similar to or competitive with any of the services or products supplied by the Company or CS.

Scope of Restraints:

You agree that the Non-Solicitation restraints above (together, the “Restraints”) are reasonable and necessary in all the circumstances for the protection of the Company’s or CS’s confidential information, proprietary interests, client relations, and all other legitimate business interests of the Company or CS and that, having regard to those interests, the Restraints do not work unreasonably on you.

Further, you agree that:

- (a) the various provisions of the Restraints each constitute an entirely separate and independent covenant and that if any part of them is or becomes illegal, invalid or unenforceable, this will not affect the legality, validity or enforceability of the remaining provisions of the Restraints; and
- (b) if one or more of the Restraints should be held by the court to be illegal, invalid or unenforceable for any reason whatsoever but would have been held valid if part of the wordings had been deleted or the period reduced or the range of activities reduced in scope, the said Restraints shall apply with such modifications as may be necessary to make them valid and effective.

For the avoidance of doubt, the Restraints shall apply in relation to all Clients and Restricted Persons in respect of whom they are expressed to apply notwithstanding that such Clients and Restricted Persons may have been introduced to the Company or CS by you (or any person

under your control) before or during your (or that person's) internship (or employment) with the Company.

Remedies:

You acknowledge that damages may not be an adequate remedy for breach of the Restraints by you, and that the Company may also, or alternatively seek injunctive or equitable relief for your breach or potential breach of any of the Restraints.

Obligation to Co-operate:

You agree that during your internship with the Company and following the termination of your internship, you will co-operate with, and make yourself available to, the Company or any other member of the Credit Suisse Group in connection with any pending or future internal investigation, governmental or regulatory investigation or proceeding and in the prosecution or defence by the Credit Suisse Group of all claims, demands, suits, actions, proceedings and causes of action brought against or by third parties ('Proceeding') and howsoever arising, including (without limiting the generality of the foregoing), interviews with counsel to the Credit Suisse Group, making affidavits or signed statements and giving oral evidence where this evidence may be necessary or desirable in any Proceeding. The Company covenants upon reasonable request to reimburse you for all reasonable costs and expenses incurred by you in connection with you providing any such assistance after the termination of your internship with the Company.

Background and Other Checks:

By signing and returning this internship agreement, you represent and agree that:

- (a) except as disclosed in writing to the Company prior to the date hereof, you have no criminal record and there are no civil or criminal proceedings outstanding against you;
- (b) except as disclosed in writing to the Company prior to the date hereof, you have not been fined, censured or disciplined by any regulatory body in the banking or financial markets industry or by any stock exchange;
- (c) you are not currently, and have not previously been, disqualified from acting as a director;
- (d) you have not failed to disclose or misrepresented to the Company or any of its affiliates any information, which the Company in its sole and absolute discretion deems to be material for the purposes of this internship agreement; and
- (e) you are free to enter into this internship agreement and to take up an the internship with the Company on the Commencement Date and that you are not subject to any agreement, arrangement or restriction affecting your right to compete with any person or to solicit clients or employees of any person or in any way restricting you from performing the obligations referred to in this internship agreement.

In addition, by signing and returning this internship agreement, you give your irrevocable consent to the Company (or any person acting on behalf of the Company) conducting such

checks and investigations as the Company in its sole and absolute discretion deems necessary in order (i) to verify the matters covered by the representations set out above; and (ii) to determine your suitability for an internship with the Company. You undertake to take such actions as may be necessary or desirable in the reasonable opinion of the Company to assist all such checks and investigations.

You shall, upon a request by the Company, provide references from previous employers and, in certain cases, regulatory authorities, as well as any additional information, which may be required in order for the Company to verify the matters covered by the representations set out above. This internship agreement is conditional upon the Company receiving, and being satisfied with, such references and additional information including relevant visas and regulatory licences.

The Company has the right to terminate this internship agreement without notice and/or your internship for Cause without notice if it subsequently discovers or determines in its sole discretion that (1) any of the above representations (a) to (e) were untrue as at the date on which you counter-sign this internship agreement or (2) the results of its background checks and investigations referred to above are not satisfactory.

Your commencement of your internship with the Company is strictly conditional upon and cannot take place until the Company has completed, and is satisfied in all respects with the results of, its background checks and investigations pursuant to this section.

Confidentiality:

The terms of this internship agreement and your stipend should not be disclosed to any entity, organization or person or discussed with any employee or intern of the Company or CS except your immediate manager and the Human Resources department.

During the course of your internship with the Company, you will acquire information in oral, written and/or electronic form, whether recorded or otherwise, that is of a confidential or proprietary nature (the "Confidential Information"). Confidential Information includes (without limitation) all non-public information that is either developed by or for the benefit of the Company or CS, and which pertains to the business, clients, customers, counter parties, shareholders, employees, policies, procedures, financial condition, earnings, prospects or trade secrets of the Company or CS. Confidential Information shall also include, without limitation, any work product developed by you, either singularly or jointly with any other person(s) that is based on, or incorporates, Confidential Information.

You are required to maintain the confidentiality of Confidential Information and by signing this internship agreement as provided below you acknowledge and confirm that you will not, at any time during or after the termination of your internship with the Company, except as required by law, for any reason disclose any Confidential Information to any persons other than (a) those who are employees of the Company or CS and need to know or whose business it is to know the same, (b) third parties if such disclosure is necessary in connection with the legitimate business of the Company or CS, or (c) with prior written approval of the Company. Furthermore, you will not, during or after the termination of your internship with the Company, attempt to use Confidential Information to the detriment or prejudice of the Credit Suisse Group or for personal gain or the gain of a third party.

You represent, warrant and agree that you will not improperly use or disclose to the Company for its benefit or enter into the Company's electronic systems any confidential information (including without limitation, client lists and client-sensitive information such as information relating to client accounts and transactions) or trade secrets which are proprietary or belong to (i) any former or current employers or (ii) any other person to whom you owe an obligation of confidentiality. You must not bring onto the premises of the Company any materials which contain such confidential information or trade secrets, any unpublished documents or property belonging to any person referred to in either (i) or (ii) above unless consented to in writing by such person.

Removal of Property:

Prior to the termination of your internship with the Company, you must return to the Company (in the absence of prior written approval of the Company to do otherwise) any documents, proposals, correspondence, analyses, writings, papers, memoranda, records, notes, reports, recordings, computer programs, computer schedules, computer tapes, computer disks, client lists or any other materials based on or containing information that is of a confidential or proprietary nature to the Company or CS; and all other documents, correspondence, manuals, security passes, keys and any other items whatsoever which may be in your possession, custody or under your control and which belong to the Company or CS.

Company Policies:

You acknowledge that the rules, regulations, policies and procedures of the Company as they may be published or amended from time to time (the "Company Policies") (including without limitation, as specified in the Employee Handbook), form directions from the Company with which you are required to comply. Without limiting the generality of this paragraph, we draw your attention to the Credit Suisse Group's Code of Conduct and the Company's policies on Personal Account Trading and Outside Business Activities that impose restrictions on interns, employees and other staff during the course of their engagement entering into certain transactions on their own account or maintaining or entering into business arrangements that they may otherwise wish to maintain. Please contact the Company's Human Resources Department if you require further information on these or any other policies.

You further acknowledge that the Company Policies and/or Employee Handbook do not form part of the terms and conditions of this internship agreement and that the Company may supplement, amend or withdraw the Company Policies and/or Employee Handbook at any time, with or without notice to you. Nothing contained in the Company Policies or Employee Handbook shall limit the Company's right to terminate your internship in accordance with the 'Termination' section above.

You will be provided with a copy of the Employee Handbook either in hard copy or through an electronic link upon the Commencement Date; however, you may request a copy at an earlier time. You will be required to acknowledge that you have read, and you understand and accept the terms of the Employee Handbook. Where there is any inconsistency between the terms of the Employee Handbook and this internship agreement, the terms of this internship agreement will prevail.

Working on a Remote or Virtual Basis:

If you undertake your internship, or part thereof, on a virtual basis, you are required to comply with the following:

- (a) Continued Application of Company Policies: Whilst undertaking your internship on a remote basis from your Home Work Site, you will continue to be bound by the Company Policies in accordance with the 'Company Policies' clause above, except as otherwise provided in this internship agreement or to the extent they expressly relate to working within a Credit Suisse office. While working from your Home Work Site, you should pay particular attention to the Home Working Policy (GP-00082).
- (b) Occupational Health and Safety: You agree to cooperate with the Company in all measures to ensure that your Home Work Site conforms with acceptable Occupational Health and Safety standards. All Occupational Health and Safety policies of the Company shall, as far as practicable, apply in carrying out work at the Home Work Site. You agree to take all reasonably necessary steps to ensure your health, safety and welfare whilst undertaking your internship from your Home Work Site.
- (c) Security of Assets and Information: Without prejudice to your obligations under the 'Confidentiality' clause above which continue to apply when undertaking your internship on a remote or virtual basis, you agree that you will take all necessary steps to safeguard and diligently protect the confidentiality of any information to which you access at your Home Work Site, which may include information about the Company's business, clients and employees, or the Company's intellectual property. You will ensure that no other person is able to access such information, whether this is held on your computer or in hard copy or any other format. You should ensure that you do not discuss confidential information in places where you may be overheard by unauthorised persons. You should avoid using speakerphones for work related discussions in areas where unauthorised persons may overhear. You should familiarize yourself with your obligations under the Company's policies Bank Information Barrier (GP-00381) and IBD/GMSG Supplement to Bank Information Barrier (GP-00381-S02).
- (d) Inside Information: You must strictly observe the laws and rules regarding inside information. You are personally responsible for determining whether you have inside information. Inside information relates to the securities of an issuer or group of issuers, is not publicly known, comes from a reliable source and is material (i.e., if made public, would likely have a significant impact on the price of the security; or a reasonable investor would consider it important in deciding whether to purchase, hold or sell the security). If you have inside information, you may not trade or deal in the securities in question, encourage others to trade or deal in those securities, or reveal or 'tip' the information to others. Failure to strictly observe the laws and rules regarding inside information is, among other things, a criminal offense in many jurisdictions. For the avoidance of doubt, these obligations apply whether you are undertaking your internship remotely or from within a Credit Suisse office.
- (e) Outside Communication: You are not permitted to discuss any issues concerning Credit Suisse with the media or the public. Your participation in social media on a personal basis unrelated to your role at Credit Suisse is not restricted, but you should be vigilant to ensure

that you do not disclose or discuss any confidential information about or relating to Credit Suisse staff, clients, market or other rumors, trade secrets, and/or other confidential bank-related matters. For the avoidance of doubt, these obligations apply whether you are undertaking your internship remotely or from within a Credit Suisse office.

- (f) Internal Communications / Availability: You agree to be contactable and available for communication with the Company, including but not limited to your manager and team members, while you are undertaking your internship at your Home Work Site at a similar level of availability as if working from a Credit Suisse office.

Other Conditions:

This internship agreement is subject to the grant to you of the necessary work permit and such other permission, licence or registration as may from time to time be necessary to enable you to carry out your duties and continue your internship.

You will perform such duties and accept such responsibilities as may from time to time be assigned to you by the Company to the utmost of your ability, to promote and advance the interests of the Company.

You will not at any time during the continuance of your internship engage directly or indirectly in any other business or occupation, or engage in any activities to the detriment of the Company's interests.

To the extent permitted by law, the Company will be entitled at any time during your internship, and in any event, when your internship ends, to deduct from your Stipend any monies due from you. This includes, but is not limited to, any outstanding loans, advances, overpayments, relocation or education expenses and excess leave taken by you.

The Company reserves the right at any time and from time to time to add, amend revise or vary the terms and conditions of your internship by giving you written notice thereof.

Governing Law:

These terms and conditions and your internship with the Company shall be governed by and construed in accordance with the laws of India.

This offer, unless withdrawn at an earlier date by the Company, will remain open for acceptance by you for a period of fourteen (14) days from the date hereof. Please confirm your acceptance of the above terms and conditions by signing this offer letter using DocuSign.

We look forward to welcoming you to Credit Suisse Services AG, Pune Branch. Please feel free to call Anand Jahagirdar directly on +91 20 6738 5974 if you have any questions.

Yours sincerely,
Credit Suisse Services AG, Pune Branch



Amit Mishra
Director
Human Resources



Shivani Kapur
Vice President
Human Resources

I accept the above offer of an internship and agree to the terms and conditions set out in this internship agreement. In particular, I consent to Credit Suisse Services AG, Pune Branch (or any person acting on its behalf) conducting such checks and investigations as it in its sole and absolute discretion deems necessary, as further described in this letter.

Signed: _____

Interns Name: Sharad Sharma

Date: _____

ag

Certificate Of Completion

Envelope Id: B09882ECD8F84BAFB0B3DAEC7E7099AA

Status: Sent

Subject: Confidential: Information from Credit Suisse - Sharad Sharma - 4000586 - YD

Source Envelope:

Document Pages: 11

Signatures: 2

Envelope Originator:

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Initials: 1

Credit Suisse Exp Recruitment India

AutoNav: Enabled

india.offermanagement@credit-suisse.com

Enveloped Stamping: Disabled

IP Address: 198.147.160.75

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

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india.offermanagement@credit-suisse.com

Signer Events**Signature****Timestamp**

Anand Jahagirdar

anand.jahagirdar@credit-suisse.com

Security Level: Email, Account Authentication
(None)*aj*

Sent: 12/7/2021 11:12:35 PM

Viewed: 12/8/2021 12:28:28 AM

Signed: 12/8/2021 12:30:58 AM

Signature Adoption: Pre-selected Style

Using IP Address: 198.147.160.75

Electronic Record and Signature Disclosure:

Accepted: 12/8/2021 12:28:28 AM

ID: 05b173fe-cee6-4766-a605-500e1c83ed5e

Shivani Kapur

shivani.kapur@credit-suisse.com

Vice President

Credit Suisse AG

Security Level: Email, Account Authentication
(None)*Skapur*

Sent: 12/8/2021 12:31:01 AM

Viewed: 12/8/2021 1:00:00 AM

Signed: 12/8/2021 1:00:08 AM

Signature Adoption: Uploaded Signature Image

Using IP Address: 198.147.160.75

Electronic Record and Signature Disclosure:

Accepted: 12/8/2021 1:00:00 AM

ID: 1d2586db-e316-4832-969f-2618cfbccd9a

Amit Mishra

amit.mishra.3@credit-suisse.com

Director

Credit Suisse AG

Security Level: Email, Account Authentication
(None), Login with SSO*Amit Mishra*

Sent: 12/8/2021 1:00:10 AM

Viewed: 12/8/2021 1:04:21 AM

Signed: 12/8/2021 1:06:21 AM

Signature Adoption: Uploaded Signature Image

Using IP Address: 198.147.160.75

Electronic Record and Signature Disclosure:

Accepted: 12/8/2021 1:04:21 AM

ID: c3f22213-2824-4118-b0a7-0581b435a37c

Yashna Dsouza

yashna.dsouza@credit-suisse.com

Credit Suisse AG-HR

Signing Group: Credit Suisse Exp Recruitment India

Security Level: Email, Account Authentication
(None)**Completed**

Sent: 12/8/2021 1:06:24 AM

Viewed: 12/8/2021 7:57:59 AM

Signed: 12/8/2021 7:58:55 AM

Using IP Address: 198.147.160.75

Electronic Record and Signature Disclosure:

Accepted: 12/8/2021 7:57:59 AM

ID: 7b6adab6-66e5-43a9-83e7-b5f569cc6653

Signer Events	Signature	Timestamp
Sharad Sharma sharadsharma8959@gmail.com Security Level: Email, Account Authentication (None), Access Code Electronic Record and Signature Disclosure: Accepted: 12/8/2021 8:10:13 AM ID: cbf9544a-66fb-4139-b3ae-36c63eaa69d0		Sent: 12/8/2021 7:58:57 AM Viewed: 12/8/2021 8:10:13 AM
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Yashna Dsouza yashna.dsouza@credit-suisse.com Credit Suisse AG-HR Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 12/8/2021 7:57:59 AM ID: 7b6adab6-66e5-43a9-83e7-b5f569cc6653	<div style="border: 2px solid blue; padding: 5px; display: inline-block; font-weight: bold; color: blue;">COPIED</div>	Sent: 12/7/2021 11:12:35 PM Viewed: 12/7/2021 11:12:35 PM Signed: 12/7/2021 11:12:35 PM
Anand Jahagirdar anand.jahagirdar@credit-suisse.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 12/8/2021 12:28:28 AM ID: 05b173fe-cee6-4766-a605-500e1c83ed5e		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/7/2021 11:12:35 PM
Certified Delivered	Security Checked	12/8/2021 8:10:13 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

DocuSign Consent (For Current Employees Only)

Throughout the period of your employment and thereafter, Credit Suisse Group AG, or any of its affiliates or subsidiaries (collectively “**Credit Suisse**”) may manage many aspects of the employment relationship electronically.

By clicking the “I Accept” button, you hereby provide your consent and agree: (i) to receive and return to Credit Suisse, employment related documents, electronically through your DocuSign Inc. user account (“**DocuSign**”); (ii) that by applying your signature electronically using DocuSign, you are confirming your consent and agreement to the content of the document; (iii) that you intend your electronic signature on employment-related documents to have the same force and effect as if your signature was handwritten by you; (iv) that you will only sign employment related documents using DocuSign where you are authorised to sign such documents on your own behalf; and (v) that those signing employment related documents on behalf of Credit Suisse, may also sign, by applying their signature electronically using DocuSign.

If you wish to withdraw your consent to sign employment related documents by applying your electronic signature using DocuSign, you may do so by both (i) declining to sign the electronic version of any document you receive and (ii) contacting your local HR team to request a paper copy. Subject to certain printing requirements, you may also print any document you have signed electronically, or you may contact Human Resources to receive a paper copy of any document you have electronically signed.

To electronically sign documents using DocuSign, you will need access to an Internet browser with at least 256-bit encryption and Adobe Reader, all of which is currently satisfied by Credit Suisse’s electronic systems. Updates will be provided from time to time regarding any changes to this information that could materially impact your ability to electronically sign documents.

If you do not agree to the terms of this Consent, please contact Human Resources.

By clicking “I accept,” you acknowledge and agree to the above.

DocuSign Consent (For External Candidates Only)

If you are applying for a position at Credit Suisse located in Switzerland, Singapore, Hong Kong, India, UK or USA you agree that Credit Suisse also uses digital signature technology as part of recruitment process. For this purpose, all personal data/information included in the Self-Declaration/Authorization for the Background Screening Process form will be transferred to Credit Suisse’s digital signature solution service provider DocuSign Inc. 221 Main St. Suite 1000 San Francisco CA 94105.

IMPETUS

Date: 06-Jan-2022

To,
Kartik Bansal
100 Pink city opp PTS near musakhedi Indore MP
100 Pink city opp PTS near musakhedi Indore MP - 452001

Dear **Kartik Bansal**,

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 **13-Jan-2022**.
Your Stipend will be INR **10000/-** 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 **500000** .

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.

The Company reserves the right to withdraw this offer of employment without any obligation whatsoever, in the event that it presume or suspect or determines or believes that any commercial or

Impetus Technologies IndiaPvtLtd

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: +91.731.4071256
Regd. Office : Sarda House,24-B,Palasia,A.B. Road, Indore-452001 (M.P.) India.,Phone: +91.731.4269300, Fax: +91.731.4071256

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contractual or other obligation may limit ability of 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

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,

DocuSigned by:

4EFCB4E9AE454F4
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: +91.731.4071256
Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India., Phone: +91.731.4269300, Fax: +91.731.4071256

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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 (03 Months) 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: +91.731.4071256
Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India., Phone: +91.731.4269300, Fax: +91.731.4071256

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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.
8. You agree to sign the Non Disclosure Agreement with the Company on the first day of your joining before any work allocation.

Authorized Signatory

Impetus Technologies IndiaPvtLtd

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: +91.731.4071256
Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India., Phone: +91.731.4269300, Fax: +91.731.4071256

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Appointment commitments

Name:	Kartik Bansal
DOJ:	13-Jan-2022
Experience:	00
Skill Set:	Java/J2EE
Source:	RecruiterUpload
Salary:	Stipend of Rs.10000/- Per Month
Designation/Grade:	Project Trainee/X Commitments at the time of Negotiation: Any Project Promised: NA Commitment Clause: 0

Commitments at the time of Negotiation:

Any Project Promised: **NA**

Commitment Clause: Your fixed stipend would be Rs. 10000- 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 500000 .

DocuSigned by:
Abhishek Singh
4EFCB4E9AEA54F4...

DocuSigned by:
Kartik Bansal
E7A4EC17D56847F...

Candidates Signature:

Authorized Signatory:

Impetus Technologies IndiaPvtLtd

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: +91.731.4071256
Regd. Office : Sarda House,24-B,Palasia,A.B. Road, Indore-452001 (M.P.) India.,Phone: +91.731.4269300, Fax: +91.731.4071256

Ref. No: GDC/HR/OFFER/22/274

Aaditya Sharma

**House No 83
Ward No 09, Infront Of Manas Bhawan
Jaithari 484330**

Dear Aaditya,

A Silicon-Valley headquartered company, Infogain is a global business-oriented IT consulting provider of front-end, customer-facing technologies, processes and applications, leading to a more efficient and streamlined customer experience. We want our clients' interactions with their customers to be fast, efficient, and cost effective. With close to 4,000 employees in the United State, India, the Middle East, the UK, Singapore and Malaysia, we service 5 of the world's largest 50 companies, and 24 of the Fortune 500.

- We extend you an offer to join Infogain as "**Software Engineer Trainee**".
- Your initial place of posting will be at **Building B 6th 7th floor, Pune IT Park, 34 Aundh Road, Bhau Patil Marg, Bopodi, Pune** but your services can be transferred to other offices or work locations including client sites, at the sole discretion of the Company.
- You will be on training for a period of Nine (9) months. However, in the event Company feels that your performance after nine month's training is unsatisfactory, then this training period shall be increased at the sole discretion of the Company. On completion of every two (2) months, your performance will be evaluated and based on your performance your training period will be continued. The Company shall impart extensive classroom and on the job training to you during the said period of training and/or extended period in state of the art and cutting-edge latest technologies, which the Company has developed and/or developing since last more than one and a half decades to make you updated in all the fields at a very high cost to the Company.
- Till such time that you are intimated in writing, you shall continue to be on training.
- Your absorption at Infogain is after meeting our stringent performance standards and will be further based on Company's business needs and as such accepting you as a trainee is in no way a commitment that you would be offered an employment with Infogain.
- During training, you would be paid a monthly stipend of **INR 20,000/- (Rupees Twenty Thousand Only)**.
- Your appointment will be subject to your successful completion of your BE/B.Tech/MCA/M.Sc/M.Tech degree. This offer will stand automatically withdrawn if your final aggregate percentage in BE/B.Tech/MCA/M.Sc/M.Tech is less than **60%**. Upon successful completion of the training period, you shall (Subject to satisfaction of Infogain w.r.t. point 4, 5 & 6) be appointed as "**Software Engineer**" on an Annual gross salary of **INR 4,00,000/- (Rupees Four lakhs Only)**. In addition, you would be entitled for benefits like Medclaim /Accidental Insurance coverage as per Company Policy.
- You shall be required to sign necessary Training Agreement with the Company and complete various formalities, to secure the interests of the Company and your performance and adherence to all terms, conditions, rules, and regulation of the Company, at the time of joining the Company as Software Engineer Trainee.

- You shall be required to submit Training Agreement, issued by Infogain, at the time of joining the Company along with this Offer Letter. You will be required to serve the service tenure as specified in the Training Agreement (Subject to satisfaction of Infogain w.r.t. point 4, 5 & 6)
- The Company will expect you to work with a high standard of initiative, efficiency, and economy. During the training period & subsequent service tenure, if any Company reserves the right to terminate the traineeship or employment any time, if your performance not found satisfactory or for misconduct, without compensation or notice.
- In the event of your leaving the services, you will have to give 60 days' notice during training and upon confirmation 90 days' notice period for winding up the assignments/tasks, you were handling. However, the Company may relieve you before the completion of stipulated time period.
- On your joining day, you are required to submit the documents for our records, as mentioned in the list enclosed.
- You are requested to report for your duties on **25th January 2022**.

Annexure-I

List of Documents to be produced at the time of joining

- I. **Aadhaar (As per government notification, it is mandatory to produce it. It will be linked to your PF account. If not submitted, it will not be possible to complete the joining formalities.)**
- I. Date of Birth Certificate (10th Certificate).
- II. Copies of your Academic Degree/ Certificate/ Mark sheet (All Semesters). Post-Graduation documents also to be provided in case you are a PG Degree holder.
- III. Copy of your passport.
- IV. Copy of PAN card. (**Mandatory**)
- V. Current Address Proof (Rent Agreement/Utility Bills/Affidavit etc.).
- VI. Permanent Address Proof.
- VII. **Five** latest passport size photographs.
- VIII. For Bank Account Opening:
 - Original PAN Card and original Passport/Voter ID Card/Driving License.
 - Cheque (mandate to have name printed on it) or Bank Statement

If you have an active saving account with ICICI BANK, please furnish the details. You may continue to use it at Infogain.

Note:

- As per Infogain policy, you will be subjected to Background Verification pre/post your date of joining.
- You are advised to carry "**3 Copies**" of all the above-mentioned documents on your date of joining.

Neelima Trehan



Neelima Trehan | Sr. Manager-Campus Cell
M: (+91) 9958114616 | O: 91-120- 2445144
infogain.com | [Engineering Business Outcomes](#)

Agreed and Accepted

Date:

Place:





Offer: Computer Consultancy
Ref: TCSL/CT20213684271/Mumbai
Date: 14/10/2021

Mr. Akshat Yadav
14Krishnapura Ward, Tikari,
Adarsh Square,
Betul-460001,
Madhya Pradesh.
Tel# -

Dear Akshat Yadav,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

TCS Confidential
TCSL/CT20213684271

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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 ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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

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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



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. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

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

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

*Passport

*NSR E-Card

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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

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

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

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



GROSS SALARY SHEET

Annexure 1

Name	Akshat Yadav
Designation	Assistant System Engineer-Trainee
Institute Name	Institute Of Engineering & Techonolgy, Davv

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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.



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

January 26, 2022

CONFIDENTIAL

Mahak Nayak
ward no 31 Adarsh colony
, Madhya Pradesh 473001

Dear Mahak:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Decision Analytics Associate - Intern in our Business Consulting group, to be based in our Pune office with a start date of February 7, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of February 7, 2022. The internship will last till July 31, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

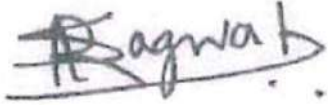
We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until January 30, 2022.

The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.

We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,

A handwritten signature in black ink that reads "Rohit Bhagwat". The signature is stylized with a large, sweeping initial 'R' and a long horizontal stroke at the end.

Rohit Bhagwat
Office Managing Principal

Signature:

Name as it appears on PAN card or passport:

Date Signed:

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
Meal Allowance (ZS will provide a meal allowance of INR 5500 per month, through payroll)	66,000
Retirals	10,000
Gratuity - payable on completing 5 years of continuous service with ZS India Private Limited as per the Payment of Gratuity Act 1972 (first year's provision)	
Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

January 26, 2022

CONFIDENTIAL

Kanak Khandelwal
16,Agrasen Nagar,Airport Road
Indore, Madhya Pradesh 452005

Dear Kanak:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Decision Analytics Associate - Intern in our Business Consulting group , to be based in our Pune office with a start date of February 7, 2022 .As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

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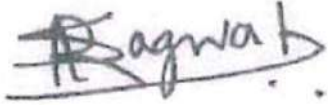
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We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,

A handwritten signature in black ink that reads "Rohit Bhagwat". The signature is written in a cursive style with a horizontal line underneath the name.

Rohit Bhagwat
Office Managing Principal

Signature:

Name as it appears on PAN card or passport:

Date Signed:

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual
	INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
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APPENDIX 2

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<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.

	A	B	C	D	E
1	Sl. No.	firstName	lastName	gender	emailId
2	1	Nidhi	Saluja	Female	nidhisaluja16@gmail.com
3	2	Prabhleen Ka	Saini	Female	prabhleensaini14@gmail.com
4	3	Devansh	Saxena	Male	devansh98saxena@gmail.com
5	4	Raghavi	Shirur	Female	raghaviss11@gmail.com
6	5	Anubhuti	Singh	Female	singhanubhuti999@gmail.com
7	6	Priya	Sharma	Female	sharmapriya9936@gmail.com
8	7	Harsh	Dehuliya	Male	hdehuliya2010@gmail.com
9	8	Mridulangini	Jain	Female	mginijain2905@gmail.com
10	9	anubhuti	jain	Female	anubhutijain001@gmail.com
11	10	Raksha	Agrawal	Female	akshaagrawal1723@gmail.com
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Candidates Placed in Deloitte have to join the Group via the link attached below.

<https://chat.whatsapp.com/HAluwpEYVc7DJEH2UQv3Pv>

★ 9:12 pm

[Join group](#)

Saif Khan PlaceCom

Saif Khan PlaceCom

Candidates Placed in Deloitte have to join the Group via the lin...



RAGHAVI SHIRUR

PRABHLEEN KAUR SAINI

ANUBHUTI SINGH

MRIDULANGINI JAIN

ANUBHUTI JAIN

PRIYA SHARMA

HARSH DEHULIYA

DEVANSH SAXENA

RAKSHA AGRAWAL

NIDHI SALUJA 9:16 pm



Message



File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Share

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

Enable Editing

Sl. No.	firstName	lastName	gender	emailId	mobileNumber	bachelorDegree	bachelorStream	bachelorAggregateType	bachelorAggregate
1	Nidhi	Saluja	Female	nidhisaluja16@gmail.com	7869348344	B.Tech/B.E.	Electronics and Instrumentation Engineering	C.G.P.A	7.85
2	Prabhleen Kaur	Saini	Female	prabhleensaini14@gmail.com	9575509999	B.Tech/B.E.	Computer Engineering	C.G.P.A	8.59
3	Devansh	Saxena	Male	devansh98saxena@gmail.com	8463892514	B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	7.63
4	Raghavi	Shirur	Female	raghaviss11@gmail.com	9993742004	B.Tech/B.E.	Computer Engineering	C.G.P.A	9.07
5	Anubhuti	Singh	Female	singhanubhuti999@gmail.com	9165173415	B.Tech/B.E.	Information Technology	C.G.P.A	74.95
6	Priya	Sharma	Female	sharmapriya9936@gmail.com	9179956141	B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	8.18
7	Harsh	Dehuliya	Male	hdehuliya2010@gmail.com	9754777138	B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	7.5
8	Mridulangini	Jain	Female	mginijain2905@gmail.com	9669145091	B.Tech/B.E.	Information Technology	C.G.P.A	7.93
9	anubhuti	jain	Female	anubhutijain001@gmail.com	9713039247	B.Tech/B.E.	Information Technology	C.G.P.A	8.58
10	Raksha	Agrawal	Female	rakshaagrawal1723@gmail.com	9407459099	B.Tech/B.E.	Electronics & Telecommunications	C.G.P.A	7.83

PI Shortlist

Ready

Type here to search



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03-02-2022





12-Jan-2022

Diksha Kushwah
B.E. Information Technology
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Diksha Kushwah,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



- +91-98269-22447
- info@questglt.com
- 202 Atulya IT Park, IT Park Square, Bhawarkua Main Rd, Indore, (MP) 452014

Offer Letter

22nd December 2021

Subject: Internship Offer Letter

Dear Divanshu Basantani,

With reference to your application we are pleased to shortlist you for the position of "**Software Developer Intern**" with **Quest Global Technologies LTD.**

Due to COVID-19, the internship would be in "virtual" mode or "work from home".

Total duration of the internship would be 6 months.

The offer stands cancelled after the date mentioned in the letter above. Please confirm to us a revert on the email as a token of your acceptance.

Your date of joining would be **January 3, 2022**. Your stipend will be 10k per month + Performance bonus (Based on your performance)

With best wishes and looking Forward to a mutually fruitful association.

Welcome To Quest Family!

Anshita Airan

Anshita Airan
Human Resource Department
Quest Global Technologies LTD

WWW.QUESTGLT.COM

USA | CANADA | AUSTRALIA | INDIA

IMPETUS

Date: 22-Nov-2021

To,
Kanishka Waghmare
102, Alkapuri Colony
Musakhedi, Main Road, Indore - 452001

Dear **Kanishka Waghmare**,

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 **24-Nov-2021**.
Your Stipend will be INR **10000/-** 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 **AQE** 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 **500000**.

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.

The Company reserves the right to withdraw this offer of employment without any obligation whatsoever, in the event that it presume or suspect or determines or believes that any commercial or

Impetus Technologies IndiaPvtLtd

CIN: U72100MP2000PTC014455

1st Floor,Sarda House,24-B,Palasia,A.B. Road, Indore-452001 (M.P.) India, Phone: +91.731.4743000. Fax: +91.731.4071256 Regd. Office : Sarda House,24-B,Palasia,A.B. Road, Indore-452001 (M.P.) India.,Phone: +91.731.4269300, Fax: +91.731.4071256

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contractual or other obligation may limit ability of company to engage the candidate in business activities of the Company.

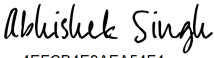
You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your attorneys and accountants, for seeking their advice) without our prior written consent.

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

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,

DocuSigned by:

4EFCB4E9AE454F4
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

1st Floor, Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India, Phone: +91.731.4743000. Fax: +91.731.4071256 Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India., Phone: +91.731.4269300, Fax: +91.731.4071256

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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

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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.
8. You agree to sign the Non Disclosure Agreement with the Company on the first day of your joining before any work allocation.

Authorized Signatory

Impetus Technologies India Pvt Ltd

CIN: U72100MP2000PTC014455

1st Floor, Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India, Phone: +91.731.4743000. Fax: +91.731.4071256 Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India., Phone: +91.731.4269300, Fax: +91.731.4071256

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Appointment commitments

Name:	Kanishka Waghmare
DOJ:	24-Nov-2021
Skill Set:	QA Testing
Source:	RecruiterUpload
Salary:	Stipend of Rs.10000/- Per Month
Designation/Grade:	Project Trainee/X Commitments at the time of Negotiation: Any Project Promised: Commitment Clause: 0


Commitments at the time of Negotiation:

Any Project Promised:

Commitment Clause: Your fixed stipend would be Rs. 10000- Per Month. You will be eligible to join as an **AQE** at Grade **G4** only after successful completion of your graduate degree and on submission of pass certificate, your CTC will be revised to 500000 .

DocuSigned by:

 4EFCB4E9AEA54F4...

Authorized Signatory:

DocuSigned by:

 BF3F5F525E9B4C2...

Candidates Signature:

Impetus Technologies IndiaPvtLtd

CIN: U72100MP2000PTC014455

1st Floor,Sarda House,24-B,Palasia,A.B. Road, Indore-452001 (M.P.) India, Phone: +91.731.4743000. Fax: +91.731.4071256 Regd. Office : Sarda House,24-B,Palasia,A.B. Road, Indore-452001 (M.P.) India.,Phone: +91.731.4269300, Fax: +91.731.4071256



02-Dec-2021

Aditi Goyal
B.E. Mechanical
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Aditi Goyal,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:

	A	B	C	D	E
1	Sl. No.	firstName	lastName	gender	emailId
2	1	Nidhi	Saluja	Female	nidhisaluja16@gmail.com
3	2	Prabhleen Ka	Saini	Female	prabhleensaini14@gmail.com
4	3	Devansh	Saxena	Male	devansh98saxena@gmail.com
5	4	Raghavi	Shirur	Female	raghaviss11@gmail.com
6	5	Anubhuti	Singh	Female	singhanubhuti999@gmail.com
7	6	Priya	Sharma	Female	sharmapriya9936@gmail.com
8	7	Harsh	Dehuliya	Male	hdehuliya2010@gmail.com
9	8	Mridulangini	Jain	Female	mginijain2905@gmail.com
10	9	anubhuti	jain	Female	anubhutijain001@gmail.com
11	10	Raksha	Agrawal	Female	akshaagrawal1723@gmail.com
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Placements_2022@IET...

Aastha, Aditya, Aman, Anubhuti, ...



Candidates Placed in Deloitte have to join the Group via the link attached below.

<https://chat.whatsapp.com/HAluwpEYVc7DJEH2UQv3Pv>

★ 9:12 pm

[Join group](#)

Saif Khan PlaceCom

Saif Khan PlaceCom

Candidates Placed in Deloitte have to join the Group via the lin...



RAGHAVI SHIRUR

PRABHLEEN KAUR SAINI

ANUBHUTI SINGH

MRIDULANGINI JAIN

ANUBHUTI JAIN

PRIYA SHARMA

HARSH DEHULIYA

DEVANSH SAXENA

RAKSHA AGRAWAL

NIDHI SALUJA 9:16 pm



Message



1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1387533/3.0

Confidential

Sep 10, 2021

Shreyas Agrawal
55 Agrasen Nagar
Airport Road
Indore

Dear Shreyas,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:**Salary -**

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

Page 2 of 11

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.

- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.

- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **September 23, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at **apoorva_kambli@persistent.com** one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter. Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process. I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:**Signature:**

SALARY BREAK-UP SHEET (Annexure – A)Date: **Sep 10, 2021**Grade: **3.0**Location: **Pune**Name: **Shreyas Agrawal**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		31,778
	Total for the year [M * 12] [A]		381,336
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		43,008
III	Annual Component		
	Provision for your gratuity [C]	4%	5,664
	Annual Gross Salary [A + B + C]		430,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		471,008

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance

- Personal Accident

- Medclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009

CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Accept the offer

1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1392340/3.0

Confidential

Sep 10, 2021

Shourya Nagle
house no. 586 ward no. 39
kabra colony nagpur road
Chhindwara

Dear Shourya,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.

- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.

- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **September 23, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Medclaim Insurance Policy

Mediclaime Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at apoorva_kambli@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter. Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process. I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **Sep 10, 2021**Grade: **3.0**Location: **Pune**Name: **Shourya Nagle**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		31,778
	Total for the year [M * 12] [A]		381,336
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		43,008
III	Annual Component		
	Provision for your gratuity [C]	4%	5,664
	Annual Gross Salary [A + B + C]		430,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		471,008

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
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- Project Party
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Following facilities are available at certain locations

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- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance

- Personal Accident

- Medclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

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- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
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3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
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e) Professional Information: (As applicable)

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2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009
CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Accept the offer



Reference: Persistent/Campus/1395282/3.0

Confidential

Sep 09, 2021

Monil Brahamwanshi
BH-101, Scheme No. 74-C
Sector B, Vijay Nagar
Indore

Dear Monil,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –

1. Acceptance of Offer

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **September 23, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period. The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at apoorva_kambli@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter. Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process. I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **Sep 09, 2021**Grade: **3.0**Location: **Pune**Name: **Monil Brahamwanshi**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		31,778
	Total for the year [M * 12] [A]		381,336
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		43,008
III	Annual Component		
	Provision for your gratuity [C]	4%	5,664
	Annual Gross Salary [A + B + C]		430,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		471,008

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance
- Personal Accident
- Medisclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Not Specified 

1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1387459/3.0

Confidential

Sep 10, 2021

Saurabh Sharma
ho. no. 337, gandhi colony
bhesodamandi, bhanpura
Mandsaur

Dear Saurabh,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:**Salary -**

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **September 23, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period. The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

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Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

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The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at apoorva_kambli@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter. Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process. I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **Sep 10, 2021**Grade: **3.0**Location: **Pune**Name: **Saurabh Sharma**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
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	Total CPB 10% of Annual Gross Salary [B]		43,008
III	Annual Component		
	Provision for your gratuity [C]	4%	5,664
	Annual Gross Salary [A + B + C]		430,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		471,008

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance
- Personal Accident
- Medicaclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Not Specified 



You have a job offer for Digital Specialist Engineer role at Infosys

[Inbox](#)**Infosys Freshers Re...** Feb 16

to me ▾



Dear Prakhar Chelawat,

Congratulations!

You have cleared the interview round to receive a job offer for the **Digital Specialist Engineer** role at **Infosys**.

Digital Specialist Engineer is a niche technical role that requires full-stack capabilities and skills like analytics, artificial intelligence, automation, big data, cloud, cybersecurity, data consulting, digital commerce, interaction, and marketing. Digital specialist engineers work across **Infosys** business units on special projects to develop integrated applications and bring agility in development with DevSecOps culture.

The compensation offered for this role is **INR 6.25 LPA**.

Please note:

1. This is a conditional job offer subject to your background verification.
2. You might have appeared in PPI (Pre Placement Interview) for a different role. The role offered to you is at par with the assessment of your skills from the interview.

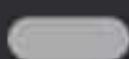
Please feel free to write to us at talent.acquisition@infosys.com for any clarifications.

Best Regards,

Talent Acquisition

Infosys

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[Reply](#)[Reply all](#)[Forward](#)



Reference: Persistent/Academic Intern/1453906/0.2

**Internship Offer Letter
Confidential**

Dec 21, 2021

**Mr Ayan Agrawal
200, Manavta Nagar
Behind Karnatak School
Indore 452016**

Dear Ayan,

Subject:Your engagement as an Academic Intern with Persistent

With reference to your application for industrial training with us, and the subsequent selection process, we are pleased to inform you that you have been selected as **an Academic Intern** at grade **0.2** with Persistent Systems (Company). This offer is made to you as part of your Academic Curriculum.

The duration and start date of the internship will be communicated to you in due course of time separately.

During the internship period you will be paid a consolidated monthly stipend of Rs. 10,000 per month. You will also be eligible for benefits such as free lunch, snacks, tea and coffee during your internship period.

All terms and conditions in this document, read with any other document specifically referred herein and incorporated hereto by such reference, collectively shall constitute the entire understanding between the Academic Intern and the Company.

Company does not assure you or commit (a) any extension of this internship beyond the period stipulated under this letter and/or offer you employment with Company and/or absorb you as an employee of the Company in future. Unless otherwise specifically agreed in writing by Company, there shall be no employee-employer relationship between you and Company.

1. Working days

Normal working days for Company are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other weekly off day. The normal working hours are forty five hours per week.

2. Holidays and Leaves

You will not be eligible for any leave or compensatory off during internship period.

3. Termination of Internship

The internship can be terminated with one week notice or stipend (if you are eligible for stipend under this letter), in lieu of the notice period on either side.

The Company can terminate your internship without any notice period in case the internship is terminated on grounds of:

- i. Breach of confidentiality or IP related obligations
- ii. Violation of law
- iii. Gross Misconduct
- iv. Material breach of Company policy.

In such event, the Company will not be liable to pay stipend (if payment is otherwise stipulated in this letter) in lieu of notice period.

In case the last day of your internship falls on a non-working day, your last day of internship shall be the immediate previous working day.

The internship period can be terminated by whatsoever reasons by either party by giving one week notice period.

4. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

Please contact **Rajeshwari Joshi** (Ph. No. **020-66965038**) on the date of joining. We request you to report at 9 am at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

5. Documents required at the time of joining

At the time of joining, the following original certificates/documents along with one photocopy should be furnished. Original certificates/documents will be returned to you after verification.

Sr. No	Description
1	Certificates of educational qualification - SSC (10th Equivalent), School leaving, HSC (12th equivalent).
2	Certificate of Graduation/Post Graduation and Mark Sheets
3	2 recent passport size color photographs
4	Photo-attested bonafide certificate from college Principal

We welcome you to the Persistent family and look forward to a mutually fulfilling association.

**Yours sincerely,
For Persistent Systems Ltd**

**Kalpna Kudlingar
Head - Campus Talent Acquisition**

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of me having accepted the offer and the terms and conditions set out in this letter.

Also, I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company on the date communicated to me separately.

Date: **Signature:**
Name:

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Accept the offer 

August 04, 2021

To,

Himanshu Mishra
S/O: Sudhanshu Mishra, ward no-11, a.c.c colony,
NTC 27., kymore, Khalwara, Katni
Madhya Pradesh, 483880

Internship Offer Letter

Dear Himanshu,

Greeting from Josh Software Pvt Ltd.

We are happy to invite you to join our organization as Intern for a period of 6 months starting from January 03, 2022. You would be based in our Pune office.

During this period, you would be paid a stipend of INR 15,000 i.e. Rupee Fifteen thousand per month.

During your internship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

I hope that your association with the Company will be successful and rewarding.

Yours sincerely,

For Josh Software Private Limited

DocuSigned by:

DDE78A1026E342F...

Authorized Signatory
Shailesh Kalekar
Chief Operating Officer



Powered by Crisp Analytics

PRIVATE AND CONFIDENTIAL

13th January, 2021

Akash Jadhav
Pune

Dear Akash,

Congratulations!

We are pleased to make an internship offer to you as an **Numiqer** and welcome you to Crisp Analytics Pvt. Ltd (hereafter referred to as Company).

This offer goes beyond a mere offer of Internship. Based on your performance and success as an Intern, we look forward to the day we will welcome you onboard as a confirmed Lumiqer

Lumiq is a customer and employee focused organization. For customers our vision is to deliver value by effective use of technology and reduce their cost and risk for business. For employees we have created a work environment where employees get continuous learning opportunities; work and grow.

Your internship shall commence on or before **17th - Jan - 2022** and shall be based on the following terms and conditions:

- You shall be paid a stipend of INR 15,000/- (Rupees Fifteen thousand only) per month for the entire duration of your internship with us.
- You will be covered under the company's medical Insurance Policy with the coverage limit of Rs. 500,000/-
- Your internship duration will be for **Six months** from your DOJ.
- Your performance will be reviewed after completion of the internship period and your confirmation for the job with us will be based on the outcome of this review.
- This offer letter overrides all previous discussions related to your internship.
- **On completion of the Internship, based on your performance, you may be offered employment at Lumiq at a total compensation of Rs 8,00,000 per annum.**



Powered by Crisp Analytics

Conditions of Service

- In the course of your internship the ideas that your design, develop or innovate will remain the intellectual property of the Company.
- You shall devote your full time to your internship and expend best efforts on behalf of the Company and shall not participate in any external activities interfering with the work of the Company. You shall abide by the Company policies and decisions now or hereinafter existing.
- You shall not disclose or divulge any information of the Company's business, which may come to knowledge, to any unauthorized person(s). Upon joining, you will be required to sign a confidentiality agreement with the Company.
- You shall seek explicit approval from the Company before sharing any information including name of the customers, specific details of projects during or after your association with the Company. Such information is highly confidential and any breach may result but not limited to, termination of your employment with the company.
- You shall not engage or participate in any business that is in competition with the Company in any manner, during your internship. In the event of your separation, you will hold the Company in high esteem and will not do anything to hurt the image and reputation of the Company.
- Your terms of internship will be governed by HR policies of the Company. The HR policies will be reviewed by the management on a periodic basis and suitably modified to reflect the changing business and market conditions.
- You will be required to undertake to stay with the Company for a minimum period of 18 months post confirmation. You will appreciate that Lumiq will be investing a lot of time and effort in your training and therefore this is in the spirit of quid pro quo. By undertaking to stay for this minimum duration, you will also have an unique opportunity to participate in and contribute meaningfully to Lumiq's growth and success and learn and add significantly to your competence.
- You agree not to undertake employment, whether full-time or part-time as the director/partner/member/employee of any organization/entity engaged in any form of business
- Your terms of internship are strictly confidential and you should not disclose or divulge the same.

At the time of your joining, please bring along the following documents (ORIGINALS), which are required for us to complete the joining formalities.

- Two passport size photographs
- Copy of Degree/Diploma/Other Qualification Certificates including mark sheet(s)
- Proof of Date of Birth (Birth Certificate/SSC Certificate/Any Other)
- Copy of Passport, if applicable
- Copy of PAN Card, if applicable
- Previous employment certificates, if applicable



Powered by Crisp Analytics

We look forward to a long and mutually beneficial association.
Kindly sign a copy of this letter and return to us by signing on the last page.

Mohammad Shoaib
CEO, Crisp Analytics Pvt. Ltd.

Annexure I: Non-compete Agreement

I, _____ do hereby acknowledge and confirm the following:

1. I am accepting an internship with Crisp Analytics Pvt. Ltd (“Company”). Now, as part of the present below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with the company.
2. I am required, on behalf of the company to offer services or solicit business from various clients of the company (each such client hereafter referred to as “Customer”)
3. In consideration of the above, I agree that for a period of twelve (12) months following the termination of employment with the Company for any reason, I will not
 - a. Accept any offer of employment from any customer, where I had worked in a professional capacity with that Customer (including indirect customers) in the twelve (12) months immediately preceding the termination of my employment with the Company. Indirect customers represent the customers of our customers you work and interact with as part of your work duties while working with the direct customer.
 - b. Accept any offer of employment with another company where I will be working on a project where I was directly or indirectly involved within the twelve (12) months immediately preceding the termination of my employment with the Company.



October 20, 2021

Subject: Internship Letter

Dear Ritik Jain,

We are pleased to appoint you as a **Software Engineer - Intern** in BrowserStack Software Pvt. Ltd. ("BrowserStack"). We continue to do cutting edge work, and we know that you will help to take our great team to the next level. We truly enjoyed meeting you and inviting you to be part of our winning team.


You will be responsible for various assignments and tasks given to you from time to time and effective and efficient functioning within the Engineering department.

The terms of offer are as follows:

Start date	January 03, 2022
Department	Engineering
Title	Software Engineer - Intern
Monthly Compensation	INR 75,000 per month (subject to deduction of appropriate taxes)
Internship Period	6 months (January 03, 2022 to July 01, 2022)
Notice Period	15 days

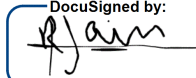
Please keep the terms of the above letter and the remuneration details confidential. We reserve our rights to terminate this engagement in case we learn about the breach of confidentiality on this count.


We look forward to have you on board.

DocuSigned by:

5A001CC1ABC8407...
Gerald Menezes
Vice President - People

Accepted & Agreed:

I have carefully read and understood the above letter and it's terms. I accept the same.

Signature : 
Name : Ritik Jain
Date : 10/22/2021

Approved by : 

OFFER LETTER FOR INTERNSHIP

Date: 3rd January 2022

Name: Ms. Nikita Prajapat
Enrollment no.: DE19649
Degree: Bachelor of Engineering (CS) 2022
Duration: 4 Months
Place: Indore
Point of Contact: Vishakha Atre, HR Manager

Dear Nikita,

We have pleasure in appointing you as an **Intern** with **Fourty Seven Billion Information Technologies Pvt. Ltd.** Your initial stipend would be 25000/- per month. Your place of work would be Indore.

You are required to work for full time according to your availability.

Your compensation package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

During your internship with the company, you will, at all times, observe secrecy in respect of any technical, trade or business data, customers' names/business details or any other information that might come to your knowledge or possession, which according to the Company are necessarily confidential and form valuable property of the Company. You shall not disclose or cause the disclosure of any such data in any manner whatsoever. You will also be responsible for protection and furtherance of the Company's best interest at all times, including after you cease to be on Company's rolls.

We are excited about you joining the Company, and do believe that the experience shall be rewarding both for you and the Company.

Yours Sincerely

Vishakha Atre

HR Manager

Fourty Seven Billion Information Technologies Pvt. Ltd.

Reference: Persistent/Academic Intern/1386500/0.2

**Internship Offer Letter
Confidential**

Dec 21, 2021

Mr Jaineesh Shah
102 omg tower, 8 Mahavir Nagar
Indore 452018

Dear Jaineesh,

Subject: Your engagement as an Academic Intern with Persistent

With reference to your application for industrial training with us, and the subsequent selection process, we are pleased to inform you that you have been selected as **an Academic Intern** at grade **0.2** with Persistent Systems (Company). This offer is made to you as part of your Academic Curriculum.

The duration and start date of the internship will be communicated to you in due course of time separately.

During the internship period you will be paid a consolidated monthly stipend of Rs. 10,000 per month. You will also be eligible for benefits such as free lunch, snacks, tea and coffee during your internship period.

All terms and conditions in this document, read with any other document specifically referred herein and incorporated hereto by such reference, collectively shall constitute the entire understanding between the Academic Intern and the Company.

Company does not assure you or commit (a) any extension of this internship beyond the period stipulated under this letter and/or offer you employment with Company and/or absorb you as an employee of the Company in future. Unless otherwise specifically agreed in writing by Company, there shall be no employee-employer relationship between you and Company.

1. Working days

Normal working days for Company are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other weekly off day. The normal working hours are forty five hours per week.

2. Holidays and Leaves

You will not be eligible for any leave or compensatory off during internship period.

3. Termination of Internship

The internship can be terminated with one week notice or stipend (if you are eligible for stipend under this letter), in lieu of the notice period on either side.

The Company can terminate your internship without any notice period in case the internship is terminated on grounds of:

- i. Breach of confidentiality or IP related obligations
- ii. Violation of law
- iii. Gross Misconduct
- iv. Material breach of Company policy.

In such event, the Company will not be liable to pay stipend (if payment is otherwise stipulated in this letter) in lieu of notice period.

In case the last day of your internship falls on a non-working day, your last day of internship shall be the immediate previous working day.

The internship period can be terminated by whatsoever reasons by either party by giving one week notice period.

4. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

Please contact **Rajeshwari Joshi** (Ph. No. **020-66965038**) on the date of joining. We request you to report at 9 am at the address mentioned below for completion of joining formalities.

Pune
Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

5. Documents required at the time of joining

At the time of joining, the following original certificates/documents along with one photocopy should be furnished. Original certificates/documents will be returned to you after verification.

Sr. No	Description
1	Certificates of educational qualification - SSC (10th Equivalent), School leaving, HSC (12th equivalent).
2	Certificate of Graduation/Post Graduation and Mark Sheets
3	2 recent passport size color photographs
4	Photo-attested bonafide certificate from college Principal

We welcome you to the Persistent family and look forward to a mutually fulfilling association.

**Yours sincerely,
For Persistent Systems Ltd**

**Kalpana Kudlingar
Head - Campus Talent Acquisition**

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of me having accepted the offer and the terms and conditions set out in this letter.

Also, I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company on the date communicated to me separately.

Date:

Signature:

Name:

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Dear Harikrishnan Unnithan,

Congratulations!

Welcome to Linkites Group of Companies.

This is in furtherance to your interviews scheduled on **18th Jan 2022** and **25th Jan 2022** as a part of Linkites Group of Companies Recruitment Process 2021-2022 in association with IET DAVV, Indore. Based on the interview and the information provided by you, we are pleased to extend this offer of employment to you at Linkites Group of Companies as a/an **Associate Software Engineer**.

Following are the terms and conditions.

- 1) Your designation will be a/an **Associate Software Engineer**.
- 2) **Remuneration Structure:**
 - a) For probation period of 3 months, salary will be INR 8,000 per month
 - b) After the successful completion of probation period
Cumulative CTC to be offered : - 7.02 Lakh (For 1st year: INR 3,60,000 per year, for 2nd year: INR 7.02 LPA)
 - c) Remuneration is inclusive of all i.e. Company's contribution to Professional Tax (if any), EPF/PPF (if any), ESIC (if any), statutory bonus (if any), All allowances (if any), TDS on salary (if any). Salary review will be done on a yearly basis or as per the company's policy from time to time.
- 3) **Joining Date: 24th March 2022**
- 4) You will be on probation for a period of **three months (approx.)** from the date of your joining. On satisfactory completion of the probation period, you will be confirmed in service. While on probation, the contract of service can be terminated by the company in the view of your non-productivity.
- 5) There is a verbal and Bond commitment associated with this employment offer to stay with the company for a period of **24 months**, along with submission of a security cheque (**effective from the applied and offered date of joining**).
- 6) **Notice Period:** Before leaving the job you will have to give a minimum Three months (i.e. 90 working days) advance notice to the company. The company will relieve you after the completion of the notice period, subject to completion of work in hand. The Company can also terminate your job giving a notice period of three months or before days during the course of employment. The Company will not provide any document if you leave without prior notice.
- 7) **Offer is valid only if:** Either we receive a copy of your resignation letter duly accepted by your current company & salary certificate within 7 working days of receiving this offer or acceptance copy of this letter (whichever is applicable with the candidate)
- 8) You will have to provide the following on or before the date of joining: Four passport size photographs, Xerox degree certificate & final year mark sheets, 10th & 12th class mark sheet, Other course certification and Proof of Permanent Address (a copy of License/Passport/Ration Card/Voter ID/Aadhar Card anyone of these), Experience certificate (if



Classification: Confidential

7th Dec 21

To,

Jayesh Porwal

Bangalore

Subject: Internship with HackerEarth

Dear Jayesh,

In reference to your internship with us we would like to congratulate you on being selected for the position of **Engineering Intern** with HackerEarth. Your internship is scheduled to start with the **Engineering** team on **10th December 2021**. Your internship will end on **10th June 2022**. You will be entitled to a stipend of **INR 40,000** per month which will be subject to tax deductions.

The Terms and Conditions set forth below are an addition to all prior oral or written negotiations, agreements and commitments that may exist.

The internship may be extended or get converted into a permanent position, in which case, it will be confirmed with you in writing.

During the term of your internship, should you desire to leave the services of the Company, you shall be required to give 45 days' notice. The company may, at its discretion, relieve you before the expiry of notice period without compensating for the remaining notice period.

All of us at HackerEarth are excited that you will be joining our team!

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Swetha', with a horizontal line underneath.

Swetha Harikrishnan

Director of HR

Electronic copy. Does not require signature. Signed copy will be provided to you at the time of joining



05-Jan-2022

Karan Sali
M.E. Mechanical Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Karan Sali,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



02-Dec-2021

Kartik Parmar
B.E. Electronics and Telecommunication Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Kartik Parmar,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:

1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1197668/3.0

Confidential

Sep 09, 2021

Khushi Patangia
142, Mahavir Nagar
Near Kanadia Road
Indore

Dear Khushi,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **September 23, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period. The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at apoorva_kambli@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter. Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process. I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **Sep 09, 2021**Grade: **3.0**Location: **Pune**Name: **Khushi Patangia**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		31,778
	Total for the year [M * 12] [A]		381,336
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		43,008
III	Annual Component		
	Provision for your gratuity [C]	4%	5,664
	Annual Gross Salary [A + B + C]		430,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		471,008

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance
- Personal Accident
- Mediclaim Hospitalization (Self, Spouse, 2 children and Parents)

“Food and Insurance” is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

 ▾



05-Jan-2022

Kratika Kaithwas
B.E. Information Technology
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Kratika Kaithwas,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



18-Jan-2022

Kunal Verma
B.E. Information Technology
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Kunal Verma,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



12-Jan-2022

Kushagra Goyal
B.E. Electronics and Instrumentation Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Kushagra Goyal,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



02-Dec-2021

Kushal Agrawal
B.E. Instrumentation
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Kushal Agrawal,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



02-Dec-2021

L V Pavani Pratyusha Bodasakurthi
B.E. Mechanical Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear L V Pavani Pratyusha Bodasakurthi,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



March 3, 2022

Mr. Dheeraj Kumar

Bakoriya

Email id: dbakoriya@gmail.com

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

Dear Dheeraj Kumar Bakoriya,

We are pleased to offer you the position of **Chat Bot 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 23,000/- 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 be considered as null and void.

Authorized Signatory
Vivek Khemani
(Director)

Agreed and Accepted
Dheeraj Kumar Bakoriya

Version 1.1

CIN NO: U74999MH2013PTC246212
PHONE: +91 22 28443203
EMAIL: support@quantiphi.com
WEBSITE: <http://www.quantiphi.com>



March 3, 2022

Ms. Shubhi Sharma

Email id: sharmashubhi2323@gmail.com

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

Dear Shubhi Sharma,

We are pleased to offer you the position of **Chat Bot 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 23,000/- 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 be considered as null and void.

Authorized Signatory
Vivek Khemani
(Director)

Agreed and Accepted
Shubhi Sharma

Date : 22 November 2021

Samarth Nitin Bhagwat

SD 417, MPPGCL Colony, SBI Road,
Sarni, Betul, Madhya Pradesh 460447

LETTER FOR INTERNSHIP

Dear Samarth,

With reference to your application and subsequent interview(s) you had with us, we are pleased to offer you internship with Incedo as per the below terms and conditions.

Designation	: Intern
Location of training	: Pune
Department	: Delivery Function
Duration	: 10 January 2022 to 10 July 2022
Stipend	: INR 25,000 per month

1. Please note this is the internship confirmation letter, internship completion letter will be issued only after successful completion of the training.

2. This internship is convertible into an employment with the company subject to the terms mentioned in your appointment letter and submission of below self-attested documents.

- a) Educational documents: 10th, 12th, Graduation Degree, Post-Graduation Degree (if applicable)
- b) Address proof: Passport/Driving license/ Voter ID card/Aadhaar card
- c) PAN card copy (Mandatory)
- d) Aadhaar card copy (Mandatory)
- e) Work experience letter of previous organizations (if applicable)
- f) One (1) coloured photograph (passport size, with white background)
- g) Resume

Incedo Technology Solutions limited

CIN: U72200DL2011PLC220071

Gurugram: 248, Udyog Vihar, Phase -IV, Gurugram - 122015. Tel: +91 124 4345901, +91 124 4345400

Bengaluru: 1st Floor Tower C, Global Technologies Park, Outer Ring Road, Global Technologies Park, Marathali, Bangalore – 560103, Tel: + 91 8067085800

Chennai: 3rd floor, Bascon Maeru-Block-B, Kodambakkam High Road, Nungambakkam, Chennai – 600034, Tel: +91 44 66851400/1500

Pune: Sammon Magnum Opus Business Park, Lalit Estate, Baner, Pune - 411045, Tel: +91 20 67182007

Registered Office: A-47, Lower Ground Floor, Hauz Khas, New Delhi-110016, Tel: +91 11 41655400

Contactus@incedoinc.com

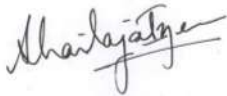
3.The Company may, at its sole and absolute discretion, conduct background checks prior to or after joining or at any time in future, to check but not limited to your identity, the address provided by you, your education background and past work experience, past antecedents, drug tests and/or any other test or verification. You expressly consent to the Company conducting above checks. You are required to furnish the documents listed in the "Appointment Letter", "Background Verification Form" or any other document as may be required. If the Company, is not satisfied, in its sole and absolute subjective discretion, with the outcome of the aforesaid checks, the Company may (I) Reserve the right to withdraw the Offer made to you without any notice and Compensation (II) Or may treat your appointment as null and void ab-initio (III) Or it may take such other appropriate action as may be advised.

4.In case, you decide to leave Incedo during your internship period under any circumstances, we recommend providing an advance notice of 4 weeks for a smooth transition.

5.You shall always comply with the Company's policies/guidelines. Management reserves the rights to amend or modify the existing policies/guidelines as required, at its sole discretion, any time during the year, with or without notice.

Wishing you a good learning experience at Incedo!

FOR INCEDO TECHNOLOGY SOLUTIONS LIMITED



**AUTHORIZED SIGNATORY
HUMAN RESOURCES**



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1183277

Letter of Intent ("LOI")

Dear Sheetal Chatse,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1183277**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1183277**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1183277**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Sheetal Chatse **Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi **Head - Fresher Hiring**

This is a system generated document and does not need a signature

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

1

Offer Letter Body

Page 1 of 3



Reference: Persistent/Academic Intern/1385149/0.2

**Internship Offer Letter
Confidential**

Dec 21, 2021

**Mr Rishabh Gupta
House No.150, Ward No. 10
Raja Kothi, Shankargarh
Prayagraj 212108**

Dear Rishabh,

Subject: **Your engagement as an Academic Intern with Persistent**

With reference to your application for industrial training with us, and the subsequent selection process, we are pleased to inform you that you have been selected as **an Academic Intern** at grade **0.2** with Persistent Systems (Company). This offer is made to you as part of your Academic Curriculum.

The duration and start date of the internship will be communicated to you in due course of time separately.

During the internship period you will be paid a consolidated monthly stipend of Rs. 10,000 per month. You will also be eligible for benefits such as free lunch, snacks, tea and coffee during your internship period.

All terms and conditions in this document, read with any other document specifically referred herein and incorporated hereto by such reference, collectively shall constitute the entire understanding between the Academic Intern and the Company.

Company does not assure you or commit (a) any extension of this internship beyond the period stipulated under this letter and/or offer you employment with Company and/or absorb you as an employee of the Company in future. Unless otherwise specifically agreed in writing by Company, there shall be no employee-employer relationship between you and Company.

1. Working days

Normal working days for Company are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other weekly off day. The normal working hours are forty five hours per week.

2. Holidays and Leaves

You will not be eligible for any leave or compensatory off during internship period.

3. Termination of Internship

The internship can be terminated with one week notice or stipend (if you are eligible for stipend under this letter), in lieu of the notice period on either side.

The Company can terminate your internship without any notice period in case the internship is terminated on grounds of:

- i. Breach of confidentiality or IP related obligations
- ii. Violation of law
- iii. Gross Misconduct
- iv. Material breach of Company policy.

In such event, the Company will not be liable to pay stipend (if payment is otherwise stipulated in this letter) in lieu of notice period.

In case the last day of your internship falls on a non-working day, your last day of internship shall be the immediate previous working day.

The internship period can be terminated by whatsoever reasons by either party by giving one week notice period.

4. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

Please contact **Rajeshwari Joshi** (Ph. No. **020-66965038**) on the date of joining. We request you to report at 9 am at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

5. Documents required at the time of joining

At the time of joining, the following original certificates/documents along with one photocopy should be furnished. Original certificates/documents will be returned to you after verification.

Sr. No	Description
1	Certificates of educational qualification - SSC (10th Equivalent), School leaving, HSC (12th equivalent).
2	Certificate of Graduation/Post Graduation and Mark Sheets
3	2 recent passport size color photographs
4	Photo-attested bonafide certificate from college Principal

We welcome you to the Persistent family and look forward to a mutually fulfilling association.

**Yours sincerely,
For Persistent Systems Ltd**

**Kalpna Kudlingar
Head - Campus Talent Acquisition**

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of me having accepted the offer and the terms and conditions set out in this letter.

Also, I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company on the date communicated to me separately.

Date:

Signature:

Name:

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Not Specified 

The Accenture logo, featuring the word "accenture" in a white, lowercase, sans-serif font with a small white chevron symbol above the letter 'u'. It is set against a solid purple rectangular background.

**Come work at the
heart of change**



To,

Name : Gourank Gwalvanshi

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

Dear Gourank Gwalvanshi,

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 Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
 - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
 - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
 - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Advanced App Engineering Associate
- Annual fixed compensation for the fiscal will be INR 5,41,500; 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 46,028. 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 50,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 6,37,528
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 13,000
- Maximum Annual Total earning potential + Total Additional Benefits - INR 6,50,528/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

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The Accenture logo, featuring the word "accenture" in a white, lowercase, sans-serif font with a small white chevron symbol above the letter 'u'. It is set against a solid purple rectangular background.

**Come work at the
heart of change**



To,

Name : Raj Goyal

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

Dear Raj Goyal,

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 Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
 - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
 - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
 - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; 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”

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**Come work at the
heart of change**



To,

Name : Ashee Goud

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

Dear Ashee Goud,

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.

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Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

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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

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To,

Name : Shreyansh Mehra

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

Dear Shreyansh Mehra,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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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
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To,

Name : Vikas Goyal

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

Dear Vikas Goyal,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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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.
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**Come work at the
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To,

Name : Navneet Yadav

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

Dear Navneet 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.

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To,

Name : Aryan Soni

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

Dear Aryan Soni,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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To,

Name : Ayushi Chandel

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

Dear Ayushi Chandel,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
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Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1266854

Letter of Intent ("LOI")

Dear Sakshi Dubey,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1266854**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1266854**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1266854**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Sakshi Dubey
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

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To,

Name : Riya Gautam

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

Dear Riya Gautam,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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Annexure A

- Career Level - 12
- Proposed role - Advanced App Engineering Associate
- Annual fixed compensation for the fiscal will be INR 5,41,500; 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 46,028. 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 50,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 6,37,528
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 13,000
- Maximum Annual Total earning potential + Total Additional Benefits - INR 6,50,528/-

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Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1308389

Letter of Intent ("LOI")

Dear Sanjan Rakesh,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1308389**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1308389**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1308389**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Sanjan Rakesh
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

The Accenture logo, featuring the word "accenture" in a white, lowercase, sans-serif font with a small chevron symbol above the 'u', set against a purple rectangular background.

**Come work at the
heart of change**



To,

Name : Astha Sharma

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

Dear Astha Sharma,

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 Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
 - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
 - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
 - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; 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 cum Employment Agreement

September 22, 2021

Dear **Lokesh Chugani**,

Thank you for your interest in working for our organization. Having successfully passed the interviews we are pleased to offer you a position with Juspay Technologies Private Limited. It is my pleasure to extend the following offer of employment to you on behalf of Juspay. If you accept this Offer you will be designated as “ **Associate Software Development Engineer**” and you will join us at our Bangalore office.

This Offer will be subject to the execution of the Agreement and the Proprietary Information and Invention Agreement. Your employment with the Company will also be governed by the policies, rules and guidelines of the Company as may be formulated by the Company from time to time.

The overall CTC offered to you is **INR 10,00,000 per Annum (Ten Lakhs Only)**. Detailed break up available in the Agreement a copy of which has been annexed as Annexure 1 hereto.

This Offer with Juspay is subject to the successful verification of information provided by you.

By accepting this Offer you are also confirming that: -

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions;
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company;
3. Juspay is not liable for any past dues owed by you as part of termination of any previous employments;
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

This Offer will be valid for 1 weeks from the date of this letter. If this Offer is acceptable to you, please convey your acceptance to the Company by (a) email or telephone; and (b) providing a signed copy of this Offer letter by post or email. If we do not hear back from you within a period of 2 weeks from the date of this Offer, this Offer will be deemed to be cancelled and we are not obliged to hold the position open for you.

Due to the pandemic situation we are continuing “Work from Home”, till the further communication. However, being physically present in office totally depends on an individual’s discretion or choice provided they take care of all the necessary precautions and follow the government guidelines related to COVID -19.

If you accept this Offer you are required to join on **July 04, 2022**. It is clarified that your joining will be subject to the execution of the Agreement and the Proprietary Information and Invention Agreement. If you are unable to report on the Joining Date you are requested to inform the Company in writing of the delay.

The following documents are required to be produced at the time of joining of the Company. Please provide originals and self-attested Xerox copies; originals will be returned after verification.

1. Relieving Letter from all your previous employers;
2. Salary slip or salary certificate from most recent employer;
3. Experience Certificate from all previous employers;
4. Proof of Academic Qualification (Class 10th Equivalent and above);
5. Proof of identity i.e. PAN card, driving license, Electoral card;
6. Photographs (3 copies).

We take great pleasure in welcoming you to the Company and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We hope you will find this Offer acceptable and wait to welcome you to the Juspay family.



For Juspay Technologies Private Limited
Vimal Kumar, Director

Acceptance of Offer

I understand and accept the Offer along with terms and conditions, and annexure(s) set forth herein by signing at the end of this document and here under.

Candidate Signature

Name

Place and Date

Annexure 1

EMPLOYMENT AGREEMENT

This contract of employment ("**Agreement**") is made and entered into between Juspay Technologies Private Limited ("**Company**"), with its place of business at No. 444, Stallion Business Centre, 18th Main, 6th Block, Koramangala Bengaluru KA 560095, India and, "**Lokesh Chugani**" an individual. You are required to initial all pages and sign at the end of this document to signify your acceptance of the terms contained under this Agreement.

1. Commencement and Terms of Employment

a. Your effective date of employment will be **July 04, 2022** ("**Effective Date**").

b. You agree that you will at all times faithfully, industriously, and to the best of your skill, ability, experience and talents, perform all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with this Agreement, all company policies, procedures, rules and regulations, both written and oral, as are announced by the Company, from time to time. It is also understood and agreed to by you that your assignment, duties and responsibilities and reporting arrangements may be changed by the Company, in its sole discretion, without causing termination of this Agreement. This Agreement provides a summary of the main terms and conditions of your employment with the Company. You will be required to comply with Company policies and procedures with respect to reimbursement claims, Leave & Holidays, Sexual Harassment, Use of Technology and such other policies as the Company may bring into effect during anytime of your employment.

2. Place of Posting and Assignment: Your regular place of work will be Bangalore, India. However, you may be required to travel to other places for induction, training or for other official purposes.

3. Probation: You will initially be on probation for a period of six months from your date of joining. Based on satisfactory performance, you will be considered and confirmed at the end of six months unless otherwise communicated. During the probation period you will be eligible for select benefits.

4. Compensation:

(a) Your CTC will be **INR 10,00,000 per Annum (Ten Lakhs Only)**. The CTC is payable subject to deductions under applicable laws, including without limitation the usual deductions for taxation. You will find the detailed break-up of your CTC in Annexure 1 hereto. Your CTC may be varied by the Company from time to time at the sole discretion of the Company.

5. Incentives and Benefits: The Company may grant you bonus, royalty, commission, and/or any other incentive, at its sole discretion. You shall also be entitled to receive benefits applicable generally to the Company's employees (including without limitation coverage under a health insurance for employees, etc.) and other benefits provided to persons at the same level as you.

6. Past Record: If any declaration given or information furnished by you in the form of degree certificates or other documents to the Company is false and/or if you have willfully suppressed any material information, you may be removed from services without any notice or compensation in lieu, any time after the joining date.

7. Termination:

- (a) Your employment with the Company is at will and is not for a specified term. During the period of probation, the Company can terminate your employment by giving a written notice or salary in lieu of 14 days. On confirmation, this period shall be 30 days. However, in the event of gross misconduct or breach of the terms and conditions, the Company is entitled to terminate your employment with immediate effect. In this case the Company may offset and/or withhold any payment made or due to you.
- (b) Notice Period: In case you wish to terminate or formally resign from the employment with the Company you must serve a 60 days' notice period in writing to the Company. The Company may, at its sole discretion relieve you in less than 60 days, i.e. the stipulated notice period. Company may at its discretion permit you to (a) adjust vacation adjusted to the part of notice period (b) Pay the CTC in lieu of serving the requisite notice period prior to resignation.
- (c) Consequences of Termination. In the event of termination of this Agreement for any reason whatsoever, you will do the following:
 - a) handover charge to such person or persons as may be nominated by the Company in that behalf;
 - b) surrender to the management of the Company or any person nominated/authorized by it, all confidential information and property owned by the Company and which is in your possession or custody pertaining to or connected with the business of the Company or any subsidiary, associate or affiliate of the Company;
 - c) you shall duly certify in writing that (i) all confidential information and all properties belonging to the Company have been duly returned to the Company; and (ii) you acknowledge that you are not entitled to any severance upon termination of your employment and that except the unpaid remuneration for that particular month you have no claims against the Company and waive any claim you had or may have had against the Company.

8. Workplace Ethics: You will conform to industry standard Code of Business Conduct and comply with the policies and procedures lay down in the Company and communicated to you from time to time. These include guidelines on dual employment policy, leave policy, information technology policy, workplace harassment policy amongst others. You will maintain a professional work culture in the organization in terms of attire, company property maintenance and use.

9. Confidentiality: You shall not disclose any confidential information of the Company, trade secrets or know-how to any entity or any other third Party. You shall observe and abide by all the terms of the Proprietary Information and Invention Agreement attached as Annexure 2. Breach of any of the terms provided therein, will lead to immediate termination of your employment, in addition to pursuing any other remedies that the Company may have.

10. Vacation Policy: You are eligible for 18 days of privilege/earned leave every calendar year (January to December) and 12 days of sick leave every calendar year (January to December)

If you are employed for a portion of the year, this number is adjusted downwards accordingly and rounded up to the next whole number. Unused vacation/sick/festival leaves cannot be rolled into the next calendar year.

11. Office hour policy: 5 day work weeks. Work timings shall start not later than at 9.00 AM and you shall be required to work for eight (8) hours per day.

12. Non-compete clause: You shall not during the term of this Agreement, engage, directly or indirectly, either personally or through an agent, company or through a partnership or as a shareholder, employee, consultant, advisor, principal contractor or sub-contractor, director, or agent or in any other manner whatsoever, whether for profit or otherwise, in any business which competes with the business of the Company or which is a direct competitor of the Company. This clause shall also be applicable for a period of [6 months] from the date of termination of this Agreement, for any reason whatsoever. You agree and acknowledge that no separate non-compete fees is payable to you, and the consideration for the non-compete restriction contained herein is deemed to have been received under this Agreement. You also acknowledge the receipt and sufficiency of such consideration received towards the non-compete restriction contained herein.

13. Non-Solicitation: During the term of your employment and for one (1) year thereafter, you will not encourage or solicit any employee of the Company to leave the Company for any reason or to accept employment with any other Company. As part of this restriction, you will not interview or provide any input to any third party regarding any such person during the period in question. However, this obligation shall not affect any responsibility you may have as an employee of the Company with respect to the bona fide hiring and firing of Company personnel.

14. No Consultancy: You agree to devote all your business time and attention to the business and affairs of the Company and shall make best endeavors in promoting the Company's interests. You further agree that, during your employment with the Company, you will not provide consulting services to or become an employee of, any other firm or person whether engaged in a business in any way competitive with the Company or not, without first informing the Company of the existence of such proposed relationship and obtaining the prior written consent of your reporting manager and the human resource manager responsible in the Company.

15. You agree that you are employed on an "at-will" basis. This means that you have the right to resign and the Company has the right to terminate your employment at anytime for any reason with or without cause. You further agree that this term of this Agreement can only be modified by the Company and shall be duly executed by you and the Company.

16. Governing Law and Dispute Resolution. This Agreement shall be governed by the laws of India. You agree that the courts in Bangalore, Karnataka shall have exclusive jurisdiction in the event of any and all disputes that you have with the Company which arise out of your employment or under the terms of your employment.

17. If one or more provisions of this Agreement are held to be unenforceable under applicable law, such provisions shall be excluded from this Agreement and the balance of the Agreement shall be interpreted as if such provisions were so excluded and shall be enforceable in accordance with its terms.

18. You hereby authorize the Company to notify your new employer about your rights and obligations under this Agreement following the termination of your employment with the Company.

19. This Agreement read with the Proprietary Information and Invention Agreement and the ESOP Plan sets forth the entire agreement and understanding between the Company and you relating to the subject matter herein and merges all prior discussions, including but not limited to any and all statements made by any officer, employee or representative of the Company regarding the Company's financial condition or future prospects. You understand and acknowledge that, except as set forth in this Agreement read with the Proprietary Information and Invention Agreement (i) no other representation or inducement has been made to you, (ii) you have relied on your own

judgment and investigation in accepting the employment with the Company, and (iii) you have not relied on any representation or inducement made by any officer, employee or representative of the Company.

20. Modification. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by both the Parties. You understand and agree that any subsequent change or changes in your role, duties, salary or compensation will not affect the validity or scope of this Agreement.

21. This Agreement shall be effective as of the first day of your employment with the Company and shall be binding upon you, your heirs, executor, assigns, and administrators, and shall inure to the benefit of the Company, its subsidiaries, successors and assigns.

22. This Agreement along with the Proprietary Information and Invention Agreement attached as Annexure 2 to the offer letter supersedes any oral communications, commitments made by the company representatives in any of the clauses mentioned above.

23. Notice. Any notice or other communication to be given by either party to the other pursuant to this Agreement shall be made in writing and signed by or on behalf of the party giving it. It shall be served by letter or facsimile transmission or email and shall be deemed to be duly given or made when delivered (in the case of personal delivery), at the time of transmission (in the case of facsimile transmission or email, provided that the sender has received a receipt indicating proper transmission and a hard copy of such notice or communication is forthwith sent by prepaid post to the relevant address set out below) or 5 (five) days after being dispatched in the post, postage prepaid, by registered mail to such party at its address or facsimile number specified herein or at such other address or facsimile number as such party may hereafter specify for such purpose. The addresses, email address and fax numbers of the parties for the purpose of notices are as follows:

(a) Employee: Lokesh Chugani
E-mail : chuganilokesh@gmail.com

(b) Company: Juspay Technologies Pvt Ltd
Attention: Vimal Kumar
Address : No. 444, Stallion Business Centre, 18th Main, 6th Block,
Koramangala Bengaluru KA 560095
Email : vimal.kumar@juspay.in

A party may change or supplement the addresses given above, or designate additional addresses, for purposes of this clause 23, by giving the other party written notice of the new address in the manner set forth above.

24. Survival. Clauses 12 and 13 (Non-compete and Non-solicitation Obligations), Clause 9 (Confidentiality), Clause 23 (Notices) and Clause 16 (Governing Law & Dispute Resolution) shall survive termination of this Agreement.

IN WITNESS WHEREOF, the Parties have entered into this Agreement on the day and year first above written:

Signed & delivered for and on behalf of the)
within named Company by its Authorized)
Representative)

Vimal Kumar, Director)



Signed and delivered by the within named)

Lokesh Chugani)

ANNEXURE 1 to the Agreement

CTC Break- Up:

Salary structure		
Salary structure		
CTC (INR)	10,00,000	
CTC (In Hand)	9,78,400	
Per Month	81,533	
Component	Per Annum	Per Month
Basic	5,00,000	41,667
House Rent allowance	2,00,000	16,667
Other allowance	2,78,400	23,200
Employer's contribution to PF	21,600	1,800
Total earnings (A)	10,00,000	81,534
<u>Less: Deduction per month:</u>		
Employees contribution to PF	21,600	1800
Professional tax		200
Tax deducted at source *		-
Total Deduction (B)		2000
Net take home (C = A-B)		79,534
* Based on total income at applicable income tax rates		
Other Benefits - Group Medclaim, Free Food, Gratuity and many others which sum up to 3 lakhs.		

Acceptance:

You have read this agreement carefully and you understand and accept the obligations which it imposes upon you without reservation. No promises or representations have been made to you to induce you to sign this agreement. You sign this agreement voluntarily and freely.

You understand and accept the offer along with terms and conditions set forth in letter of appointment, compensation details and all annexure attached by signing at the end of this document.

Candidate Signature.....

Date.....

Annexure 2

Proprietary Information and Invention Agreement

This Proprietary Information and Invention Agreement (“**Agreement**”) is made and entered into between Juspay Technologies Private Limited (“**Company**”), with its place of business at No. 444, Stallion Business Centre, 18th Main, 6th Block, Koramangala Bengaluru KA 560095 , India and “**Lokesh Chugani**” an individual (“**you**”). You are required to initial all pages and sign at the end of this document to signify your acceptance of the terms contained under this Agreement.

1. You understand that the Company possesses and will possess Proprietary Information, which is important to its business. For the purposes of this Agreement, “Proprietary Information” shall mean any confidential and/or proprietary information belonging or relating to the Company or its vendors, customers or other third parties including the following (i) Intellectual Property Rights and details regarding the inventions, innovations, works or intellectual property rights, trade secrets, ideas and know-how including the Company Documents And Materials of the vendors, customers or other associates of the Company disclosed to you during the course of your employment with the Company; (ii) information relating to the development, utility, operation, functionality, performance, cost, present and proposed businesses, formulae, ideas, strategies, techniques, policy, data related to employees, present or proposed vendors/customers, research and development, financial statements, budgets and other financial details, business and marketing plans, forecasts, licenses, price lists, quotes, bids, controls, operating procedures, responsibilities, policies and procedures, software programs and files, operating manuals, user manuals, documentation etc; (iii) confidential and proprietary information of third parties, including former, existing or prospective agents, customers, partners, vendors, suppliers or affiliates; (iv) the terms and conditions of this Agreement; and (v) all record bearing media containing or disclosing the above information or techniques, whether identified as “confidential” expressly or not. The term ‘Proprietary Information’ shall not include (a) information that is publicly available through no fault of yours and (b) information disclosed by third parties without any obligation of confidentiality. You understand that your employment creates a relationship of confidence and trust between you and the Company with respect to Proprietary Information.

2. You further, understand that the Company possesses or will possess “Company Documents and Materials” which are important to, its business. For the purposes of this Agreement, “Company Documents and Materials” means Intellectual Property Rights or parts thereof, conceived, developed, or otherwise made by you, alone or jointly with other employees (a) in any way relating to the Company’s business; (b) during the course of your employment with the Company; (c) using tools, resources or materials belonging to the Company; (d) or based on material or information belonging to the Company; whether or not made during the your regular working hours or whether or not made on the Company’s premises.. “Intellectual Property Rights” shall mean any and all intellectual property rights, whether or not filed, registered or recorded and whether now or hereafter existing, filed, issued or acquired in relation to the business of the Company and the Company Documents and Materials including any improvements thereto in any and all parts of the world, including without limitation: (i) patents, patent disclosures, patent rights, know-how, including any and all divisions, re-issues, re-examinations, utility, model and design patents/ rights or any extensions thereof; (ii) rights associated with works of authorships, including without limitation, copyrights, copyright applications, copyright registrations; (iii) rights in trademarks, trademark registrations, and applications therefor, trade names, service marks, service names, logos, or trade dress and corporate names and other source indicators and registrations and applications for registration and foreign counterparts thereof, and the goodwill; (iv) rights relating to the protection of trade secrets and Confidential Information; and (v) internet domain names, internet and world wide web URLs or addresses; (vi) mask work rights, mask work registrations and applications therefore; (vii) all other intellectual property rights anywhere in the world including rights of privacy and publicity, whether or not requiring registration and whether or not such registration has been obtained thereof; (viii) designs

including registrations and applications for registration thereof; (ix) computer software, data and documentation; (x) inventions, trade secrets, know-how, business intelligence and confidential business xi) proprietary information, whether patentable or non-patentable and whether or not reduced to practice; (xii) know-how, manufacturing and product processes and techniques, and research and development information, financial, marketing and business data, pricing and cost information, business and marketing plans and customer and supplier lists and information, formulae, algorithms and blue prints and specifications both printed and electronic, manufacture and manufacturer part number, and bill of materials used in the manufacture of the product; and (xiii) copies and tangible embodiments thereof.

3. In consideration of your employment by the Company and the compensation received by you from the Company from time to time, you hereby agree as follows:

a. All Proprietary Information created during the course of your employment with the Company shall be the sole and absolute property of the Company from date of creation thereof. To the extent that the Company Documents and Materials or any portion thereof needs to be assigned to the Company to ensure that the Company is sole and absolute owner thereof, you hereby assign and agree to assign in the future to Company all rights, title, and interest in and to any and all of the portion of the Company Documents and Materials. To the extent permitted by applicable Law, the moral rights in relation to the Company Documents and Materials shall also vest in the Company. To the extent such moral rights cannot be assigned to Company and to the extent the following is allowed by the laws in any country where moral rights exist, you hereby unconditionally and irrevocably waive the enforcement of such moral rights, and all claim and cause of action of any kind against Company or related to Company's customers, with respect to such rights. You further confirm that your legal heirs shall not retain any moral rights in the Company Documents and Materials. You hereby irrevocably appoint the Company as your attorney for the purpose of (a) ensuring that the ownership of the Company Documents and Materials vests in the Company and (b) for the purposes of seeking registration or other statutory protection in relation to the Company Documents and Materials. You acknowledge that the Company has an interest in the agency and that the same may not be terminated to the prejudice of the Company. Termination of your employment shall not result in termination of the agency.

b. At all times, both during your employment by the Company and after its termination, you will keep in confidence and trust and will not use or disclose any Proprietary Information or anything relating to it without prior written consent of an officer of the Company, except as may be necessary in the ordinary course of performing your duties to the Company.

c. You agree to make and maintain adequate and current written records, in a form specified by the Company, of all inventions, trade secrets and works of authorship assigned or to be assigned to the Company pursuant to this Agreement. All Company Documents and Materials shall be the sole property of the Company. You agree that during your employment by the Company, you will not remove any Company Documents and Materials from the business premises of the Company or deliver any Company Documents and Materials to any person or entity outside the Company, except as required to do in connection with performing the duties of your employment. You further agree that, immediately upon the termination of employment for any reason, or during your employment if so requested by the Company, you will return all Company Documents and Materials, apparatus, equipment and other physical property, except only (i) your personal copies of records relating to your compensation; (ii) your personal copies of any materials n relating to the business and or work performed; and (iii) your copy of this Agreement.

d. You will promptly disclose in writing to your immediate supervisor, or to such other person designated by the Company, all "Inventions", which includes, without limitation, all software programs or subroutines, source or object codes, algorithms, improvements, inventions, works of authorship, trade secrets, technology, designs, formulas, ideas, processes, techniques, know-practice or developed by you, either alone or jointly with others, during the term of your employment. You agree that all such Inventions which you make, discover, conceive, reduce to practice or develop (in whole or in part, either alone or jointly with others) during your employment shall be sole property of the Company. Further, you will also disclose to the Promoters of the Company all Inventions made, discovered,

conceived, reduced to practice, or developed by you within six (6) months after the termination of your employment with the Company which resulted, in whole or in part, from replication, reverse engineering or re-compiling from your employment with the Company.

e. You acknowledge that the Company shall be the sole owner of all Intellectual Property Rights in connection with Inventions that are the solely designed by the Company or its employee. You further acknowledge and agree that such Inventions, including, without limitation, any computer programs, programming documentations, and other works of authorship, are works made for hire for purposes of the Company's rights under copyright and/or other IP laws. You hereby assign to the Company any and all rights, title and interest you may have or acquire in such Inventions. If in the course of your employment with the Company, you incorporate into a Company product, process or machine a prior Invention owned by you or in which you have interest, the Company is hereby granted and shall have a non-exclusive, royalty-free, irrevocable, perpetual, sub-licensable, worldwide license to make, have made, modify, use, market, sell and distributed such prior Invention as part of or in connection with such product, process or machine.

f. You agree to perform during and after your employment, all acts deemed necessary or desirable by the Company to permit and assist it, at the Company's expense, in further evidencing and perfecting the assignments made to the Company under this Agreement and in obtaining, maintaining, defending and enforcing patents, patent rights, copyrights, trademark rights, trade secret rights or any other rights in connection with such Inventions and improvements thereto and any and all countries. Such acts may include, but are not limited to, execution of documents and assistance or co-operation in legal proceedings, including the perfection of assignment and the prosecution and issuance of patents, patent applications, copyright applications and registrations, trademark applications and registrations or other rights in connection with such Inventions and improvements thereto with the same legal force and effect as if executed by you.

g. You shall keep confidential the Proprietary Information and not disclose the same to any third party or use the same for your benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company;

4. Dispute Resolution. All disputes and differences arising out of or in connection with any of the matters set out in this Agreement ("**Dispute**"), if not resolved by amicable settlement within 30 (thirty) days from the Dispute, shall be finally and conclusively determined by arbitration by a sole arbitrator mutually appointed by the Parties to the dispute, in accordance with the Arbitration and Conciliation Act, 1996, of India, for the time being in force.

- i. The arbitrator/ panel (as the case maybe) shall reach and render a decision in writing with respect to the appropriate award to be rendered or remedy to be granted pursuant to the dispute.
- ii. To the extent practical, decisions of the arbitrator/ panel (as the case maybe) shall be rendered no more than 90 (ninety) days following commencement of proceedings with respect thereto.
- iii. The arbitration shall be conducted in English, and the venue for arbitration shall be Bangalore.
- iv. The arbitrator / panel (as the case maybe) shall be entitled to award costs of the arbitration.

5. Notice. Any notice or other communication to be given by either party to the other pursuant to this Agreement shall be made in writing and signed by or on behalf of the party giving it. It shall be served by letter or facsimile transmission or email and shall be deemed to be duly given or made when delivered (in the case of personal delivery), at the time of transmission (in the case of facsimile transmission or email, provided that the sender has

received a receipt indicating proper transmission and a hard copy of such notice or communication is forthwith sent by prepaid post to the relevant address set out below) or 5 (five) days after being dispatched in the post, postage prepaid, by registered mail to such party at its address or facsimile number specified herein or at such other address or facsimile number as such party may hereafter specify for such purpose. The addresses, email address is the same

as referred in clause 23 of Annexure I. A party may change or supplement the addresses given above, or designate additional addresses, for purposes of this clause (g), by giving the other party written notice of the new address in the manner set forth above.

6. Amendments. Except as set forth herein, no amendment to this Agreement shall be binding unless such amendment or alteration is in writing and is signed by the Company.

7. This Agreement read with the Proprietary Information and Invention Agreement and the ESOP

Plan sets forth the entire agreement and understanding between the Company and you relating to the subject matter herein and merges all prior discussions, including but not limited to any and all statements made by any officer, employee or representative of the Company regarding the Company's financial condition or future prospects. You understand and acknowledge that, except as set forth in this Agreement read with the Proprietary Information and Invention Agreement (i) no other representation or inducement has been made to you, (ii) you have relied on your own judgment and investigation in accepting the employment with the Company, and (iii) you have not relied on any representation or inducement made by any officer, employee or representative of the Company.

8. Employee's representation

You hereby represent, warrant, and confirms that:

- a. You have executed and delivered this Agreement as your free and voluntary act, after having determined that the provisions contained herein are of benefit to you, and that the duties and obligations imposed on you hereunder are fair and reasonable and will not prevent you from earning a comparable livelihood following the termination of your employment with the Company;
- b. You have read and fully understood the terms and conditions set forth herein and the benefits and consequences of entering into this Agreement; and
- c. the execution of this Agreement by you and performance of your obligations, responsibilities and duties hereunder shall not result in the breach of any of your obligations, covenants or undertakings (including any professional, statutory, contractual or fiduciary duties or obligations) to any other Person.

9. Remedies. You acknowledge that the Company will suffer immediate, material, immeasurable, continuing and irreparable damage and may not have adequate monetary remedies if you breach the terms or conditions of this Agreement. You acknowledge that the Company will be entitled to institute and prosecute proceedings in any court of competent jurisdiction to prevent you from violating any contractual or legal obligation or to compel performance of your obligations hereunder. Relief of injunction and/or specific performance shall be in addition to any remedy for damages which the Company may be entitled to.

10. Severability. If one or more provisions of this Agreement are held to be illegal, invalid or unenforceable under Applicable Law, such provision of the Agreement shall be renegotiated in good faith. In the event an enforceable replacement for such provision is possible, then (a) such provision shall be excluded from this Agreement, and (b) the balance of the Agreement shall be interpreted as if such provision were so excluded.

11. Waivers. If the Company shall waive its rights accruing to it, due to breach of any of the provisions of this Agreement, such waiver shall not be construed as continuing waiver of other breaches of the same kind or other provisions of this Agreement. None of the terms of this Agreement shall be deemed to have been waived or altered,

unless such waiver or alteration is in writing and is signed by the Company.

12. Governing Law & Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of India. The courts at Bangalore, India shall have the exclusive jurisdiction on the matters arising from or in connection with this Agreement, without regard to the principles of conflicts of laws.

This Agreement will survive the termination of the employment agreement entered into by you with the Company.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement on the day and year first above written:

Signed & delivered for and on behalf of the)
within named Company by its Authorized)
Representative)

Vimal Kumar, Director)

)

)



Signed and delivered by the within named)

Lokesh Chugani)

)

Date : 22 November 2021

Mayank Dungarwal

Ward No.9, Trimurti Nagar, Bhagwanpura, Neemuch,
Madhya Pradesh 458441

LETTER FOR INTERNSHIP

Dear Mayank,

With reference to your application and subsequent interview(s) you had with us, we are pleased to offer you internship with Incedo as per the below terms and conditions.

Designation	: Intern
Location of training	: Pune
Department	: Delivery Function
Duration	: 10 January 2022 to 10 July 2022
Stipend	: INR 25,000 per month

1. Please note this is the internship confirmation letter, internship completion letter will be issued only after successful completion of the training.

2. This internship is convertible into an employment with the company subject to the terms mentioned in your appointment letter and submission of below self-attested documents.

- a) Educational documents: 10th, 12th, Graduation Degree, Post-Graduation Degree (if applicable)
- b) Address proof: Passport/Driving license/ Voter ID card/Aadhaar card
- c) PAN card copy (Mandatory)
- d) Aadhaar card copy (Mandatory)
- e) Work experience letter of previous organizations (if applicable)
- f) One (1) coloured photograph (passport size, with white background)
- g) Resume

Incedo Technology Solutions limited

CIN: U72200DL2011PLC220071

Gurugram: 248, Udyog Vihar, Phase -IV, Gurugram - 122015. Tel: +91 124 4345901, +91 124 4345400

Bengaluru: 1st Floor Tower C, Global Technologies Park, Outer Ring Road, Global Technologies Park, Marathali, Bangalore – 560103, Tel: + 91 8067085800

Chennai: 3rd floor, Bascon Maeru-Block-B, Kodambakkam High Road, Nungambakkam, Chennai – 600034, Tel: +91 44 66851400/1500

Pune: Sammon Magnum Opus Business Park, Lalit Estate, Baner, Pune - 411045, Tel: +91 20 67182007

Registered Office: A-47, Lower Ground Floor, Hauz Khas, New Delhi-110016, Tel: +91 11 41655400

Contactus@incedoinc.com

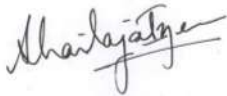
3. The Company may, at its sole and absolute discretion, conduct background checks prior to or after joining or at any time in future, to check but not limited to your identity, the address provided by you, your education background and past work experience, past antecedents, drug tests and/or any other test or verification. You expressly consent to the Company conducting above checks. You are required to furnish the documents listed in the "Appointment Letter", "Background Verification Form" or any other document as may be required. If the Company, is not satisfied, in its sole and absolute subjective discretion, with the outcome of the aforesaid checks, the Company may (I) Reserve the right to withdraw the Offer made to you without any notice and Compensation (II) Or may treat your appointment as null and void ab-initio (III) Or it may take such other appropriate action as may be advised.

4. In case, you decide to leave Incedo during your internship period under any circumstances, we recommend providing an advance notice of 4 weeks for a smooth transition.

5. You shall always comply with the Company's policies/guidelines. Management reserves the rights to amend or modify the existing policies/guidelines as required, at its sole discretion, any time during the year, with or without notice.

Wishing you a good learning experience at Incedo!

FOR INCEDO TECHNOLOGY SOLUTIONS LIMITED



**AUTHORIZED SIGNATORY
HUMAN RESOURCES**



12-Jan-2022

Mayank Sunvaiya
B.E. Electronics and Instrumentation Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Mayank Sunvaiya,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



OFFER LETTER

CONFIDENTIAL

09/27/2021

Monisha Anmol Singh

Dear **Monisha**,

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee Programmer at Grade T (T)** working in our organization.

You are requested to join us on or before **06/01/2022** .

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**

Laveena Nabar
Authorized Signatory
Human Resources

P.S: Date format to be read as MM/DD/YYYY, print only, if required

Disclaimer: This is a computer-generated document and requires no hand-drawn signature on behalf of the Originator, i.e. YASH TECHNOLOGIES PVT LTD. While acceptance, on this computer-generated Offer Letter/Appointment letter, the Employee understands and accepts the same to be valid electronic communication and a legal understanding of reciprocal obligations between the parties which is legally enforceable within the meaning of the all applicable Acts, rules, and regulations including Information Technology Act 2000, as amended till date, or under any other applicable law governing electronic transactions, for the time being in force.

The following are the terms and conditions that refer to our offer of employment to you for the position of **Trainee Programmer**.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1) Base Location: Your base location shall be **Indore -Crystal IT Park-DC (102)**. Currently, you will be working remotely and/or from home; but can be asked to work from any of the YASH locations, depending upon business requirement, with a notice of 30 days. However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2) Salary & Taxes: You will be entitled to a CTC of **Rs. 600000/- (Rupees Six Lakh only)** on an annual basis, less all required deductions viz., tax on salary, provident fund contribution, ESIC, professional tax, and any other amounts as required by law to be deducted or as per the policies of the YASH Technologies Pvt. Ltd. Please refer to Annexure I for a detailed outline of your CTC structure wherein you may find the eligibility for different heads for you as specified. You would be required to fill the CTC structure at the time of joining.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices, and changes in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of the agreement by you.

3) Training/Probation/Confirmation: You'll be under training cum probation for a period of six months from the date of your joining. Thereafter, based on your performance, management reserves the right to extend the training cum probation period or confirm the appointment with the company. Unless services are confirmed in writing, you will continue to be on training cum probation.

4) Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance, and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trends, company's performance, market situation, and other related factors. Any action arising out of this review is solely at the discretion of the Management.

5) Agreement: You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable, etc. with the Company or with clients of the company when you work for

them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules, and regulations of the Company.

6) Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

7) Termination/Separation: Your employment with the Company can be ceased either by the Company or by you as per below:

a) Notice Period:

- **During the training/probation period** your employment can be terminated by the company without any notice and without any obligation to assign a reason. If you wish to terminate this employment you may have to give 45 days written notice.
- **Upon confirmation of services**, employment services can be terminated by giving 90 days written notice by either side. If the company is terminating the employment then it'll pay salary in lieu of notice period for the aforesaid period wherein salary will not include any incentive or variable pay amounts, if any.

If you wish to terminate this employment by resignation/notice then the company on its sole discretion may decide to waive the required notice period from you without any obligation to pay salary in lieu of full/ remaining notice period or permit you for payment of salary with applicable taxes in lieu of full/remaining notice period or permit you for leave balance adjustment against notice period with applicable taxes and accordingly relieve you prior to completion of the stipulated notice period of 45/90 days as applicable. Also, an employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

b) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement, or any other agreement as signed by you during the course of employment.

On termination of your employment for any reason, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

8) International Assignment & Visa: For business requirements, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training, or knowledge transfer based on the Client's or Company's requirement. In this case, the company will incur considerable costs and expenses in orientation, training, Visa, and necessary arrangements for an employee. On completion of travel, the employee is expected to return to the base location in the home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to the home country or as agreed in the International assignment agreement. An employee on international travel, cannot initiate the separation process during the travel duration. The Employee needs to come back to the home country after completing the assignment and then initiate separation as per Employee Separation Policy, for the company to consider the same as valid resignation and separation.

In the event when an employee does not wish voluntarily to complete the period of six months or as agreed in the International assignment agreement after returning from international travel, the employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages as per the terms of International Assignment &

Visa Policy.

Employee during the course of employment shall abide by all terms & conditions as specified in **International Assignment & Visa Policy**.

9) Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law if required as per business needs. This is subjected to change from time to time as per management discretion.

10) Benefits: You shall be eligible for Group medical insurance, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At YASH; you and your family (spouse & 2 dependent children, if any) will be benefited under **Group Medical Insurance** benefit plan which provides safety net for Rs. **5 Lakh floater cover** & Personal Accidental Insurance. Total cost of this Insurance Benefit is included in your compensation structure under the component name of Insurance Benefit. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

11) Notice Period Buy-Out: If Company specifically requests you to join its services forthwith, the following Stipulations are applicable for Reimbursement of Notice Period Pay:

- The claim should be submitted after completion of one month of service with the company from the date of your joining.
- Mode of payment towards the balance/full amount for the final settlement if any; needs to be made either by DD or by Cheque.
- Leave encashment adjusted against notice period in the final settlement will be paid for earned/privileged leaves only.
- The amount payable will be recoverable along with the Full & Final Settlement in case you leave the services of the company before completion of twelve months from the date of your joining.

The following documents will be required in original for claiming the Notice period buy-out:

- Written communication/written approval from YASH HR.
- Details of Full & Final settlement on your previous company's letterhead / official document in ORIGINAL duly attested by the previous employer.
- In case of balance/full amount payment for final settlement; Photostat copy of DD & receipt of the same from the previous employer **or** photostat copy of cheque & bank statement reflecting the cheque clearance.

12) Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of the recruitment & selection process. The company reserves the right to do employment verification, background verification, and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

13) Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per the policy of the company.

14) Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to the

exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals, or any other courts or authority of whatsoever nature.

15) Rules and Regulations:

- Your appointment will be governed by the policies, rules, regulations, and procedures of YASH Technologies as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of YASH or client you shall abide by the policy and the terms and conditions as applicable thereof.
- Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit, and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.
- The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently, and to the best of ability to perform all responsibilities and ensure results.
- You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual, and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care, or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 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 the prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

16) Non-Compete Agreement: Except on behalf of YASH; you can't work/render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with YASH & for a period of 12 months from the date of leaving the services of the company.

17) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting, and/or related services ("Work") for its End Clients from time to time. The company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or have the opportunity to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under an Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary for the performance of the Work assigned to you).

Employee undertakes and agrees to:

- Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to

manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.

- To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
- Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
- Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
- Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

All global rules and regulations, laws, procedures related to Confidentiality, and Data Protection shall apply to an employee as it is as the same is applicable to the Company in pursuant to the Service Agreement entered with its End Clients. This obligation of Confidentiality and Data Protection shall survive forever even after termination or your resignation with the Company.

In the event, where you will be obligated to disclose any Confidential Information or Personal Identifiable Information as a result of a court order or pursuant to governmental action, then you shall immediately inform the Company within a reasonable time so that the Company or such Individual will get an opportunity to raise the objections to such disclosures of Confidential Information or Personal Identifiable Information to the relevant authority.

Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance, or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information (“PII”)

“Confidential Information” shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names, and addresses of whatsoever nature, trade dress, copyrights, patents (including applications, continuations, reissues, and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client’s trade secrets.

“Personal Identifiable Information” (PII) shall means

- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

18) Ownership of Inventions: “Inventions” are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise, the underemployment on which you are directly

or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title, and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in India, the United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledges and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty-free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

19) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in Annexure-II. Please note that all documents mentioned in Annexure-II are mandatory & you'll not be allowed to join without them.

20) Acceptance: We request you to go through the offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before the date of joining, whichever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or costs, etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause 15,16 & 17 of this letter will survive even after termination, or cancellation of this offer letter or resignation of the employee.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Monisha Anmol Singh** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____

Date: January 21, 2022

Internal Transfer Letter

Name: Ritik Bhalekar

Dear Ritik,

On behalf of ShoreWise Consulting ("SHOREWISE"), I am pleased to confirm that your request for Internal Company Transfer in the position of **Junior Quality Analyst** has been approved. You will be starting new role as per specifics mentioned below:

Position Title- Junior Quality Analyst

Position Type- Full Time, on the payroll of ShoreWise India Pvt Ltd.

Reporting Manager- Ashish Duggal

Joining Date- 24th Jan 2022

Probation- 3 month

Job Location- Remote

Compensation- You will be paid an annual emolument of **Rs. 2,75,000 PA**. For detailed Break-up kindly refer the Annexure I.

Please note that you are expected to keep the salary package strictly confidential and you cannot discuss or divulge any details to any of your colleagues.

As a condition of your employment, you will provide predefined services to SHOREWISE; and WHEREAS you agree to provide such predefined services under the terms and conditions hereinafter set forth:

1. Mandate

The EMPLOYEE shall perform the mandate described in this employment letter including all work, matters and things required to be done, furnished or performed in order to carry out the Mandate ('Mandate').

2. Records

The EMPLOYEE shall keep proper records of the time spent and expenses incurred in the performance of the Mandate and in detail satisfactory to SHOREWISE. Those records shall at all times be open to SHOREWISE for audit and inspection and SHOREWISE may make copies and



take extracts from them. The EMPLOYEE shall furnish SHOREWISE with all additional information about those records as SHOREWISE may reasonably require.

3. Payment Terms

SHOREWISE shall pay the EMPLOYEE for the performance of the Mandate the compensation and under the terms set out in this employment letter. SHOREWISE shall pay the EMPLOYEE in regular monthly instalments in accordance with the Company's published payroll calendar and subject to applicable tax and other withholdings. No payment will be due to EMPLOYEE if this Agreement is terminated within 10 business days of Joining Date by either party.

4. Expenses

SHOREWISE shall reimburse the EMPLOYEE for reasonable expenses incurred by the EMPLOYEE in the performance of the Mandate provided the EMPLOYEE has received the prior approval of SHOREWISE to incur them. Claims for expenses incurred by the EMPLOYEE shall be submitted in accordance with the standard SHOREWISE practices.

5. Insurance

SHOREWISE shall provide Health and Accidental Insurance to the EMPLOYEE on the same terms made available to all its India employees. The expense for this benefit will be paid through equal contribution from SHOREWISE and the EMPLOYEE. This benefit will not be available to the EMPLOYEE after termination of their employment with SHOREWISE.

6. Termination

SHOREWISE may terminate this Agreement at any time without prior notice to the EMPLOYEE. The EMPLOYEE may terminate this Agreement at any time upon 30 days written notice to SHOREWISE.

7. Confidentiality

The EMPLOYEE shall keep strictly confidential all information and data relating to SHOREWISE, its business or products, as well as information related to the Mandate, and shall not publish or disclose that information or data, or any interpretation or analysis of it, to any third party without the prior written approval of SHOREWISE. Each Party agrees to refrain from, either directly or indirectly, hereafter making any defamatory or negative comments of any type or nature whatsoever to anyone about the other party, its employees, officers, directors, agents, consultants, affiliates, investors or business partners. This provision shall survive the expiration or termination of this employment.

8. Indemnity

The EMPLOYEE shall indemnify and hold SHOREWISE harmless from and against any and all losses, costs, claims, judgments or any other expenses (including reasonable attorney's fees)

arising as a result of damages occasioned by the EMPLOYEE's negligence or failure to perform the Mandate or breach of employment. This provision shall survive the expiration or termination of this employment.

9. Exclusivity

The EMPLOYEE hereby agrees not to directly or indirectly engage in any activity competitive with or adverse to SHOREWISE's business or welfare or render a material level of services of a business, professional or commercial nature to any other person or firm, whether for compensation or otherwise that will limit the EMPLOYEE's ability to perform the Mandate. Non-adherence to Exclusivity may lead to immediate termination of employment.

10. Assignment

The EMPLOYEE shall not sub-contract or assign any portion of the Mandate or any moneys due pursuant to the employment, without the prior written approval of SHOREWISE.

11. Warranty

The EMPLOYEE represents to be professionally qualified and competent to perform all phases of the Mandate and warrants that the services shall be performed conscientiously, without delay, in accordance with the highest professional standards. The EMPLOYEE warrants that the carrying out of the tasks entrusted to the EMPLOYEE under the terms of this employment shall be executed with all the skill and workmanship required.

12. Contingencies

This employment is contingent upon the successful completion of any background or reference checks desired by SHOREWISE or its client. For purposes of Compliance, EMPLOYEE will be required to provide to SHOREWISE documentary evidence of identity and other documents as per the prevailing company/client policy. Failure to produce desired document shall cause termination of employment.

13. Entire Agreement

This is the entire Agreement between the parties (SHOREWISE and EMPLOYEE) with respect to its subject matter. It supersedes and replaces any written or oral arrangements, correspondence, conversations and documents made or exchanged between the parties prior to its execution. Any modifications made to this Agreement shall have no effect unless explicit and confirmed in a written document signed by the parties hereto.

14. Arbitration Clause

All disputes, claims, and/or requests for specific contractual performance, or any other matters in question between the parties arising out of this agreement shall be submitted for arbitration and will be settled as per the laws of the State of West Bengal.



You are required to submit all the Mandatory document along with your offer acceptance, please refer Annexure II for the detailed list of documents.

TO ACCEPT this Employment Letter and its terms, please confirm by signing and returning one copy to SHOREWISE.

With Best Regards,

For: ShoreWise Consulting India Pvt Ltd

Nidhi Nanda

Nidhi Nanda
Associate HR Manager

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

SIGNATURE:



Ritik Bhalekar

DATE: 24/01/2022





Date: 03-Jan-2022

To,
Ayush Anand Mallik
C/121 Kalani Bagh
Dewas - 455001

Dear **Ayush Anand Mallik**,

Pursuant to our discussions, **Intellicus Technologies Pvt. Ltd.** is pleased to make you an offer of employment as **Project Trainee** at grade **X** starting on **06-Jan-2022**. Your Stipend will be INR **10000/-** 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 **500000 LPA**.

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.

The Company reserves the right to withdraw this offer of employment without any obligation whatsoever, in the event that it presume or suspect or determines or believes that any commercial or

Intellicus Technologies Pvt Ltd

CIN: U31200MP2004PTC016665

SEZ - INDORE Unit I, 4-C, Third Floor, STP-II, Crystal IT Park, Ring Road, Indore, 452001, (M.P.) INDIA

Regd. Office: 1st Floor, Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India.

Phone: +91.731.4267669, Fax: +91.731.4071256



contractual or other obligation may limit ability of company to engage the candidate in business activities of the Company.

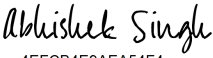
You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your attorneys and accountants, for seeking their advice) without our prior written consent.

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

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,

DocuSigned by:

4EF4CB4E9AE454F4
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 Intellicus Technologies 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:

Intellicus Technologies Pvt Ltd

CIN: U31200MP2004PTC016665

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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 Intellicus Technologies 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 (03 Months) 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.
5. You would be entitled to take leaves as per the Company's Annual Leave Policy.

Intellicus Technologies Pvt Ltd

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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.
8. You agree to sign the Non Disclosure Agreement with the Company on the first day of your joining before any work allocation.

Authorized Signatory

Intellicus Technologies Pvt Ltd

CIN: U31200MP2004PTC016665

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Appointment commitments

Name:	Ayush Anand Mallik
DOJ:	06-Jan-2022
Experience:	00
Skill Set:	Java/J2EE
Source:	RecruiterUpload
Salary:	Stipend of Rs.10000/- Per Month
Designation/Grade:	Project Trainee/X Commitments at the time of Negotiation: Any Project Promised: NA Commitment Clause: 0

Commitments at the time of Negotiation:

Any Project Promised: **NA**

Commitment Clause: Your fixed stipend would be Rs. 10000- 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 5,00,000 LPA.

DocuSigned by:
Abhishek Singh
4EFCB4E9AEA54F4...

Authorized Signatory:

DocuSigned by:
Ayush Anand Mallik
E2FE2C8603F34BC...

Candidates Signature:

Intellicus Technologies Pvt Ltd

CIN: U31200MP2004PTC016665

SEZ - INDORE Unit I, 4-C, Third Floor, STP-II, Crystal IT Park, Ring Road, Indore, 452001, (M.P.) INDIA

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Phone: +91.731.4267669, Fax: +91.731.4071256



FeedBox

Indore
admin@feedbox.co.in

8 December 2021

Aayushi Gupta

Subject- Offer Letter

It is our utmost pleasure to inform you that you have been offered the post of **Operations Head** at FeedBox. This appointment is effective from 8 August 2022, the date of the announcement of the appointment. Your main duty includes but is not limited to manager operations for FeedBox, etc. Your salary for this role will be 10.5LPA (CTC). Other details are valid as per the mail to which this document is attached too.

Hearty Congratulations to you on behalf of FeedBox.

Yash Kulshrestha
Chief Executive Officer
Yash



12-Jan-2022

Sonali Sahite
B.E. Computer Science
Institute of Engineering and Technology, Indore

Dear Sonali Sahite,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



02-Dec-2021

Harsh Choukikar
B.E. Mechanical
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Harsh Choukikar,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.,**



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:



Date: 04/12/2021



RAJRATAN

OUTPERFORM

INDIA | THAILAND

www.rajratan.co.in

Date: 01 February 2022

To,

Mr. Harshit Tiwari

With reference to your application and subsequent interview you had with us, we are pleased to appoint you on long term internship in our organization on the following terms and conditions:

1. You will be on internship for period of six months (Feb 2022- July 2022) and during this period your internship may be discontinued with 24 Hrs. notices and without assigning any reason.
2. Your monthly stipend will be Rs.8000 with employer ESIC contribution.
3. During this internship you will be entitled to take one paid leave in a month prior to sanction leave.
4. During this internship you shall not divulge or utilize any information that may become known to you in the course of your internship concerning the company's trade secrets or affairs and you will devote whole of your time and attention to your duties to promote the interest of the company.
5. You will keep us informed of your residential address, in case there is any change in the same.
6. During internship with us you will not take up any other employment or engage in any other business.
7. After completion of internship you can be acquire on company roll on reviewing performance with Management discretion.

HR DEPARTMENT

RAJRATAN GLOBAL WIRE LIMITED

Regd. Office: Rajratan House, 11/2, Meera Path, Dhenu Market, Indore-452003, Madhya Pradesh, India. Tel: +91-731-2546401
Factory: 200-B, Sector-1, Pithampur-454775, Dist. Dhar, Madhya Pradesh, India. Tel: +91-7292-253429, 253375

CIN No. L27106MP1988PLC004778



02-Dec-2021

Anushka Verma
B.E. Mechanical
Institute of Engineering and Technology, Indore

Dear Anushka Verma,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



02-Dec-2021

Sunil Soni
B.E. Mechanical
Institute of Engineering and Technology, Indore

Dear Sunil Soni,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



APPOINTMENT LETTER

January 22, 2022

Dear Chetan Jadhav,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12** months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Chetan Jadhav, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Chetan Jadhav

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167

Total Cost to Company per annum**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept

Decline

Signature Chetan Jadhav 22/1/2022 4:25 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com



ZS Associates India Pvt. Ltd.
5th Floor, Safina Towers-South Block
No. 3, Ali Asker Road
Bengaluru - 560052, Karnataka, India
T | +91 080 6773 3700
www.zs.com

December 23, 2021

CONFIDENTIAL

Tarun Asnani
78, Swami Dayanand Nagar, Manik Bagh Road
Indore, Madhya Pradesh 452009

Dear Tarun:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Technology Solutions Associate - Intern in our Business Technology group, to be based in our Bangalore office with a start date of January 3, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1392306/3.0

Confidential

Jan 25, 2022

Himanshu Chandwani
26,sambhji vilas colony no.2
Lala Ka Bazaar
Gwalior 474001

Dear Himanshu,

Subject:**Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **750,008**. Your Annual Gross Salary will be Rs. **709,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.

- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.

- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **February 7, 2022**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, at any stage of recruitment process or in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including revocation of the offer or termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with ninety days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give ninety days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the ninety days' notice period. Similarly, the Company may terminate your employment by giving you ninety days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediciam Insurance Policy

Mediciam Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of your sixty years of age. For this purpose, the date of your birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays.

You will be governed by the working hours policy of the Company. Based on the business need, you may be required to work in shifts, in extended working hours or on call. The same may be modified from time to time to keep it in line with the prevailing local statutory provisions.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Akanksha Khandare** at **akanksha_khandare@persistent.com** one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter. Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process. I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **Jan 25, 2022**Grade: **3.0**Location: **Pune**Name: **Himanshu Chandwani**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		20,100
2	House Rent Allowance	50%	10,050
3	Company contribution to E.P.F./Special Pay I (#)		2,412
4	Superannuation fund/Special Pay II	15%	3,015
5	National Pension Scheme/Special Pay III	10%	2,010
6	Leave Travel Assistance	10%	2,010
7	Performance Pay	10%	2,010
8	Statutory Bonus/Ex-gratia	20%	4,020
9	Upkeep Pay		6,744
	Total to be paid monthly (M)		52,371
	Total for the year [M * 12] [A]		628,452
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		5,909
	Total CPB 10% of Annual Gross Salary [B]		70,908
III	Annual Component		
	Provision for your gratuity [C]	4%	9,648
	Annual Gross Salary [A + B + C]		709,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		750,008

#Provident Fund Contribution Option:

As permitted by the Employees Provident Funds and Miscellaneous Provisions Act, 1952 and its Rules, at the time of joining, if you give your written consent, Company will provide you an option to limit your Provident Fund Contribution to maximum monthly wage ceiling defined by EPF authority (Currently it is Rs. 15,000/- per month) instead of on the entire basic salary mentioned in this salary break-up sheet. You understand and agree that if you explicitly consent to choose the above mentioned option, you will see following impact in your monthly pay slip.

- There is no impact on your Gross salary and CTC salary as stipulated under Annexure A.
- Both Employee's contribution and Company contribution to E.P.F will be lesser than what is mentioned in the salary break-up sheet under Annexure A -I point no. 3. Differential amount will be shown under "Special Pay I" in your pay slip. Income tax deduction benefit would reduce to that extent.
- As EPF deductions are less, your take home pay would be more than what is stipulated under Annexure A. This will attract appropriate income tax.

You agree and understand that as and when the EPF authorities revise maximum monthly wage ceiling (currently Rs. 15,000/- per month) appropriate changes will be made keeping the same principle, i.e. limiting both employee and employer contribution to statutory wage ceiling, as long as it is permitted by the law.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance

- Personal Accident

- Medclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009
CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

OFFER LETTER

02/17/2022

Shradha Agnibhoj

Dear Shradha,

Congratulations! Welcome to YASH family and a world of innovation, learning, growth and equal opportunities.

We are pleased to make you an offer to be part of building a memorable organization at YASH. We are confident that you will build a long and mutually rewarding career with us. It is individuals like you who build a world-class company.

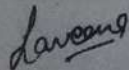
With reference to your application & selection with YASH Technologies Private Limited, it is our pleasure to enroll you as **Associate Trainee ("Employee/You")** with the **YASH Learning Academy** under **YASH Technologies Private Limited ("YASH /Company")**. The duration of the training program would be of 3 months. You are requested to join us on **02/28/2022**.

We hope you enjoy the training with YASH Learning Academy and have an enriching experience being a part of YASH Technologies.

The general terms & condition governing your employment, compensation and other benefits that you would be entitled to are stated in the enclosure to this letter. Please go through the Annexures to this Offer of Employment for the full offer details. Your employment will be governed by the rules, regulations and policies of YASH. Please accept the Offer of Employment as a confirmation of your acceptance within 5 days from the receipt of this letter.

We look forward to having you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

For **YASH Technologies Private Limited**



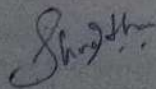
Laveena Nabar
Human Resources

P.S: Date format to be read as MM/DD/YYYY. Print only, if required

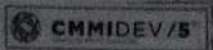
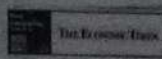
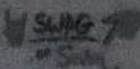
Acceptance:

I agree to accept the employment on the terms and conditions mentioned in this offer of employment and the annexures. I shall report on 02/28/2022.

Signature:



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Following are the terms and conditions that refer to your enrollment and employment.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

- 1) **Base Location:** Your base location shall be **Indore**. However, during your training period / employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.
- 2) **YASH LEAP Training Program:** On joining, you will be part of our **YASH LEAP Training Program**. The **YASH LEAP Training Program** will consist of new age methods that enable you with real-world problem-solving capabilities.

YASH LEAP Training Program spans for 3 months of rigorous training. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by YASH.

YASH LEAP Training Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by YASH. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

Initial 3 months from date of your joining you will be enrolled under **YASH's Learn, Earn and Accelerate Program (LEAP)**, post completion of 3 months, If you meet the qualifying criteria for successful completion of the YASH LEAP Training Program, your employment with YASH will be confirmed through a written intimation that shall be sent to you which shall be at sole discretion of the Company.

You will be continuously assessed and given feedback by experts throughout the training program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation etc. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of YASH LEAP Training Program. Your continued employment with YASH is subject to your meeting the qualifying criteria during and at the end of the YASH LEAP Training Program.

If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of YASH. Unless otherwise confirmed in writing, you will be deemed to be under the YASH LEAP Training Program.

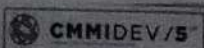
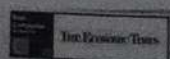
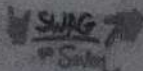
- 3) **Confirmation of Employment:** On satisfactory completion of 3 months of initial training program, you will be confirmed as a permanent employee of YASH and shall be designated as **Trainee Programmer**, as per your Offer Letter released to you dated **09/23/2021**.

All confirmation of services will be aligned to 1st day of the succeeding month of successful completion of the YASH LEAP Training Program. For e.g. if you successfully complete the YASH LEAP

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[Handwritten Signature]



Training Program any day during the month of June 2022, the date of confirmation will be 01-June-2022.

The duration between the successful completion of the YASH LEAP Training Program and the date of confirmation is considered as part of the YASH LEAP Training Program. On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised. From date of confirmation; all the codes and benefits determined for a confirmed employee will be applicable. A confirmed employee needs to complete minimum 9 months from Date of Confirmation for getting eligible for an appraisal. The performance management and career progression will be as per the existing policies.

4) **Salary & Taxes:**

The Company will pay you a stipend of Rs. 10,603/- per month (Rupees Ten Thousand Six Hundred Three only) per month after retivals and Gross would be Rs. 13,748/- per month (Rupees Thirteen Thousand Seven Hundred Forty Eight only) as per minimum wages during initial period of 3 months where you will be associated with Company as **Associate Trainee**. You will be paid monthly on the last working day of each month. The company reserves the right to deduct any expense at any time from your remuneration/Stipend payment to the maximum extent permitted by the law. The said stipend will also be subject to any deductions including but not limited to PF, ESIC etc, as per statutory norms.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during entire the training period and during employment thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered as breach of Confidentiality obligations and terms and conditions of this Offer Letter by you.

- 5) **Increments and promotions:** Your increments and prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as adjudged by the management.

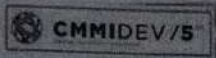
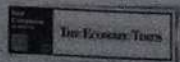
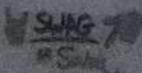
Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

- 6) **Medical Fitness:** Your employment is subject to you being declared medically fit by the certified medical practitioner. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

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- 7) **Transfer:** You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in. On confirmation of your employment through the successful completion of the YASH LEAP Training Program, your work location will be decided based on the business requirements and you are expected to report at your work location as advised. Relocation to the work location will be governed as per the existing relocation policy of YASH.
- 8) **Termination/Separation of Employment:** Your employment with the Company can be ceased either by the Company or by you as per below:

8.1 Notice Period: During YASH LEAP program:

8.1.1 Termination for Cause by Company:

Your employment with Company will be terminated immediately without any notice or stipend or compensation in lieu and without any obligation to assign a reason in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the YASH Leap Training Program
- Unauthorised absence during the YASH Leap Training Program
- Non-Compliance and breach of Company integrity policy and other policies and disciplinary procedures including but not limited to the terms and conditions of your employment or the confidentiality & non-compete agreement, training program, service agreement or any other agreement that may be signed by you during the course of employment.

The following acts of Employee including but not limited to may also lead to immediate termination on disciplinary grounds without any notice or stipend or compensation in lieu:

- Employing unfair means during assessments;
- Submitting fake medical certificates
- Submitting fake educational documents
- Misuse of Company Access cards
- Not being available in office without prior intimations to your reporting authorities for unreasonable durations
- Misuse of Company Assets
- Violation of Company policies & code of conduct
- Indulging in acts of sexual harassment,
- Irregularity in attending the learning & training sessions without valid reasons
- Being absent for assessments conducted by Company without prior permission
- Becoming insolvent, absconding etc.

The above list is only indicative and not comprehensive and the same may be modified at sole discretion of Company. In event of termination due to aforesaid reasons, you agree the notice requirements shall not apply.

If Company wish to terminate your employment, for the reasons other than your performance (meeting the qualifying criteria during and at the end of the YASH Leap Program) and disciplinary grounds, you will be given an advance notice of forty-five (45) days, in writing. Further, you shall be liable to return all the Company assets that are in your possession before leaving the Company.

8.1.2 Termination for Convenience by Employee:

If you wish to terminate your employment during the YASH Leap Program, you will be required to notify in writing by giving 45 days' written notice. On acceptance of your resignation, you will be informed about your relieving date and you shall be bound to comply with all separation procedures as listed under Service Agreement. You shall also be liable to indemnify Company towards the cost of training program as specified under the Service Agreement immediately before leaving the Company and return all the training material and other Company assets on date of relieving.

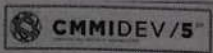
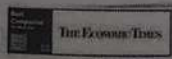
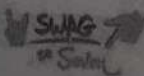
8.1.3 Notice Period: Upon confirmation of services: This will be applicable as stated in the Offer Letter dated 09/23/2021

- 9) **Working Hours:** You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.
- 10) **International Assignment & Visa:** For business requirement, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training or knowledge transfer based on Client's or Company's requirement. In this case the company will incur considerable cost and expenses in orientation, training, Visa and necessary arrangements for an employee. On completion of travel, employee is expected to return to the base location in home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to home country or as agreed in International assignment agreement. An employee on an international travel, cannot initiate separation process during the travel duration. The Employee needs to come back to home country after completing the assignment and then initiate separation as per Employee Separation Policy, for company to consider the same as valid resignation and separation.

In the event when employee does not wish voluntarily to complete the period of six months or as agreed in International assignment agreement after returning from international travel, employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages that Company may incur due to act of employee and the same shall be as per the terms and conditions of International Assignment & Visa Policy.

Employee during the course of employment shall abide by all terms & condition as specified in **International Assignment & Visa Policy.**

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- 11) **Benefits:** On your Date of confirmation (these benefits are not applicable before date of confirmation) you shall be eligible for Group Medical Insurance, Personal Accidental Coverage grade wise & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. More details related to below benefits will be oriented post joining YASH.

	Group Medical Insurance (GMI)	Group Personal Accident Insurance (GPA)	Group Medical Insurance – Parental (GPI)
Sum Insured	3 Lakh per family	As per grade, upto a maximum of Rs. 1 crore	Rs. 2 Lakh – Individual Parent Rs. 3 Lakh Floater – Both Parents
Coverage	Family (Employee, Spouse & two dependent kids up to 25 years)	Individual employee	Legal dependent Individual Parent or Parents in law
Scheme Type	Floater (Floater policy means sum insured as specified is available for any or all the members of the family for one or more claims during the period of the policy)	Effective for all permanent employees on rolls of YASH Technologies Pvt. Ltd (YASH). The coverage shall remain valid till the last working date of any employee	Individual Parent or Floater (for both parents)
Policy Features	This is an additional benefit given by the company apart from an individual's Cost to Company (CTC)	Any sudden, unforeseen physical event to the insured person caused by external, violent and visible means occurring under the circumstances described in a hazard applicable to that person, is covered under this policy.	This Policy is an optional policy. For enrolling in the policy, parents need not undergo for any Medical Test. Employee can also avail Tax benefits on the amount contributed under section 80-D. Pre-Existing diseases are covered in the scope of the policy
Premium	Completely borne by the Company	Completely borne by the Company	Equally shared by the company wherein 50% of the premium will be paid by YASH and rest of the 50% will be borne by an employee

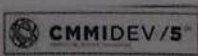
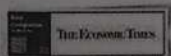
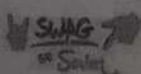
- 12) **Leaves:** You are eligible for 1 leave per month (during YASH LEAP training program and or until confirmed) and 1-month preparation leave (without pay) for final semester exams (if applicable). On confirmation, you will be eligible for leaves as per the general leave policy.

- 13) **Employment Verification:** It is understood that this employment is being offered to you on the basis of the particulars submitted by you to the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or

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relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and you would be liable to be terminated by the Company management forthwith without notice and any monetary liability on part of Company. This will be without prejudice to the right of the Company management to take disciplinary and legal action against you for the same.

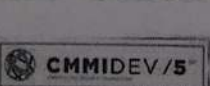
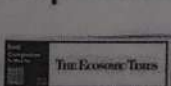
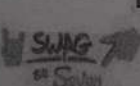
14) **Retirement:** As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

15) **Employment Law and Norms:** This appointment cum Offer letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and Company management will be subject to exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals or any other courts or authority of whatsoever nature. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of the Indian Arbitration & Conciliation Act, 1996 as amended from time to time. The arbitration tribunal shall be composed of a sole arbitrator appointed by Yash Technologies Private Limited. The place of arbitration shall be Indore, Madhya Pradesh and the arbitration proceedings shall take place in the English language. The award of the arbitrator shall be final and binding on the Parties.

16) **Rules and Regulations:**

- ❖ Your appointment will be governed by the policies, rules, regulations and procedures of YASH as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of YASH Technologies Private Limited or client you shall abide by the policy and the terms and conditions as applicable thereof.
- ❖ Our offer to you as an **Associate Trainee** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme. These eligibility criteria for the Role of an Associate Trainee, has already been clearly communicated to you and your college during the selection process. You hereby agree and acknowledge that you have completed all necessary studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with YASH.
- ❖ You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.
- ❖ Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company. Any violation of these norms of

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behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.

- ❖ The Company management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.
- ❖ You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority, nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- ❖ While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company and/or its Clients which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- ❖ You shall be responsible for the safe keeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- ❖ 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 part time or full-time trade, business, occupation, employment or service.

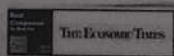
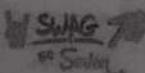
17) Non-Compete & Non Solicitation Agreement: Except on behalf of YASH ; Further during the duration of your Training and Employment and two years thereafter on leaving the Company, you agree not to solicit or offer directly or indirectly employment to any employee, Contractors, Consultants of YASH or directly or indirectly work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/Consultant through any other company/through an entity where you have substantial interest for commercial consideration nor undertake provision of the same services / products directly or indirectly as supplied by YASH either from your own business, or the internship/employments of a competitor to, for a period of two years, unless this is specifically agreed by YASH in writing.

18) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to Implementation, Support, Technical consultancy, design, engineering, estimating, modeling, drafting and/or related services ("Work") for its End Clients from time to time. Company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or you will come across Confidential

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Information while performing your duties and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secured.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary in the performance of the Work assigned to you).

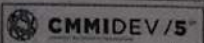
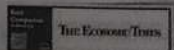
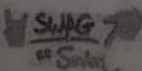
Employee undertakes and agrees to:

1. Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees during the duration of Training program and thereafter not to use the Confidential Information in any way, or to manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.
2. To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
3. Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
4. Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
5. Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

All global rules and regulations, laws, procedures, Policies related to Confidentiality, Data Protection and other Policies of Company and/or Client shall apply to Associate Trainee/employee as it is as the same is applicable to the Company in pursuant to necessary Agreements, documents entered with its End Clients from time to time. This obligation of Confidentiality and Data Protection shall survive forever even after termination or your resignation with the Company.

In the event, where you will be obligated to disclose any Confidential Information or Personal Identifiable Information as a result of a court order or pursuant to governmental action, then you shall immediately inform the Company within reasonable time so that the Company or such Individual will get an opportunity to raise the objections to such disclosures of Confidential Information or Personal Identifiable Information to the relevant authority.

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Employee/you acknowledge(s) and confirm that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance or other equitable relief in the event of any such breach.

19) Definitions of Confidential and Personal Identifiable Information ("PII")

"Confidential Information" shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names and addresses of whatsoever nature, trade dress, copy rights, patents (including applications, continuations, reissues and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client's trade secrets.

"Personal Identifiable Information" (PII) shall means

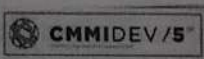
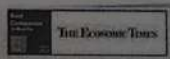
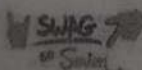
- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

20) Ownership of Inventions:

"Inventions" are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise under employment on which you are directly or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

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Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in the India, United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledge and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

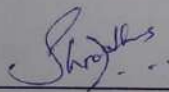
21) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before date of joining, whichever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or cost etc. and Company shall also initiate separate legal action against such employees and/or Surety/Guarantor. The Obligation stated in clause 17,18,19,20 of this Offer letter will remain in effect even after termination, or cancellation of this offer letter or resignation/termination of Employee.

ACKNOWLEDGEMENT & ACCEPTANCE

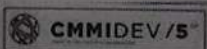
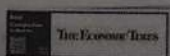
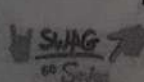
I, **Shradha Agnibhoj** have read and understood the above terms and conditions and hereby accept the same.

Signature:  Date: 18-02-2022

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2021



Annexure I

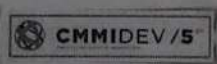
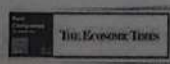
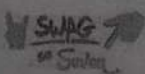
CTC- Cost to the company			
S. No	Description	Monthly	Yearly
1	Basic Pay	11,100	133,200
3	PF Employer Share	1,332	15,984
4	ESIC Employer Contribution	391	4,692
5	Statutory Bonus	925	11,100
	Gratuity		6,404
	Insurance Benefit		15,000
A	Fixed Pay	13,748	186,380
	Gross CTC	13,748	
1	Less : PF Employer Share	1,332	
2	Less : PF Employee Share	1,332	
3	Less : ESIC Employer Share	391	
4	Less : ESIC Employee Share	90	
5	Less : Professional Tax	-	
B	Deductions	3,145	
	Net Pay (A-B)	10,603	

Signature

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ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

December 23, 2021

CONFIDENTIAL

Ashi Malviya
32 vyanktesh market manik bagh road Indore
Indore, Madhya Pradesh 452001

Dear Ashi:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Decision Analytics Associate - Intern in our Business Consulting group, to be based in our Pune office with a start date of January 3, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of January 3, 2022. The internship will last till June 30, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until .

The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.

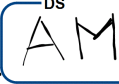
We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,



Tarun Pandey
Office Managing Principal

Signature: 
5FD5D03B3DAE4E0...

Name as it appears on PAN card or passport: 

Date Signed: 24-Dec-2021 | 12:43 PM CST

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
Meal Allowance (ZS will provide a meal allowance of INR 5500 per month, through payroll)	66,000
Retirals	10,000
Gratuity - payable on completing 5 years of continuous service with ZS India Private Limited as per the Payment of Gratuity Act 1972 (first year's provision)	
Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.



04 February,2022

Mr. Anush Jain

Email id: viratanush24@gmail.com | Phone no: 7389506331

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Anush Jain,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Chat Bot Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **07 February,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 07 February,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



v. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)



Agreed and Accepted
(Anush Jain)

1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1418621/3.0

Confidential

Oct 05, 2021

Deepraj Morya
37 - A sector Mayur Nagar
Indore

Dear Deepraj,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:**Salary -**

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.

- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.

- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **October 16, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Medclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at **apoorva_kambli@persistent.com** one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter. Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process. I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **Oct 05, 2021**Grade: **3.0**Location: **Pune**Name: **Deepraj Morya**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		31,778
	Total for the year [M * 12] [A]		381,336
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		43,008
III	Annual Component		
	Provision for your gratuity [C]	4%	5,664
	Annual Gross Salary [A + B + C]		430,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		471,008

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance

- Personal Accident

- Medclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009
CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80



30 December,2021

Ms. Aarohi Badole

Email id: aarohibadole27@gmail.com | Phone no: 9754543734

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Aarohi Badole,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Business Analyst** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **10 January,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 10 January,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



vi. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

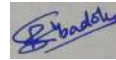
Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)



Agreed and Accepted
(Aarohi Badole)



04 February,2022

Mr. Akash Verma

Email id: akashzxc786@gmail.com | Phone no: 9479571515

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Akash Verma,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Chat Bot Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **07 February,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 07 February,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



v. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)

Agreed and Accepted
(Akash Verma)



04 February,2022

Mr. Anvesh Soni

Email id: anveshsoni1430@gmail.com | Phone no: 9653937175

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Anvesh Soni,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Chat Bot Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **07 February,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 07 February,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



v. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)



Agreed and Accepted
(Anvesh Soni)



04 February,2022

Mr. Devanshu Gupta

Email id: devanshugupta375@gmail.com | Phone no: 7222936382

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Devanshu Gupta,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Chat Bot Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **07 February,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 07 February,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



v. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)



Agreed and Accepted
(Devanshu Gupta)



30 December,2021

Ms. Diksha Jain

Email id: diksha.jain.1854@gmail.com | Phone no: 8839073487

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Diksha Jain,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Framework Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **10 January,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 10 January,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



vi. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
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Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

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We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)



Agreed and Accepted
(Diksha Jain)



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

February 4, 2022

CONFIDENTIAL

Divya Sharma
B-72 LIG COLONY INDORE
INDORE, Madhya Pradesh 452001

Dear Divya:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Decision Analytics Associate - Intern in our Business Consulting group, to be based in our Pune office with a start date of February 21, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of February 21, 2022. The internship will last till July 31, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

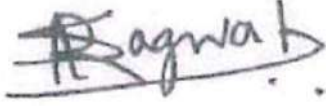
We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until February 11, 2022.

The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.

We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,



Rohit Bhagwat
Office Managing Principal

Signature: 
58E7D9836B9141D...

Name as it appears on PAN card or passport:



Date Signed: 07-Feb-2022 | 7:06 AM CST

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
Meal Allowance (ZS will provide a meal allowance of INR 5500 per month, through payroll)	66,000
Retirals	10,000
Gratuity - payable on completing 5 years of continuous service with ZS India Private Limited as per the Payment of Gratuity Act 1972 (first year's provision)	
Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.



04 February,2022

Mr. Divyansh Choukse

Email id: divyanshchoukse443@gmail.com | Phone no: 7999631465

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Divyansh Choukse,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Chat Bot Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **07 February,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 07 February,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



v. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)

Agreed and Accepted
(Divyansh Choukse)



30 December,2021

Mr. Jatin Sadhwani

Email id: jatinsadhwani.1234@gmail.com | Phone no: 7566647818

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Jatin Sadhwani,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Framework Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **10 January,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 10 January,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
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- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
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We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)



Agreed and Accepted
(Jatin Sadhwani)



04 February,2022

Mr. Jyoti Prakash Dwivedi

Email id: jpdwivedi26@gmail.com | Phone no: 9584585815

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Jyoti Prakash Dwivedi,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Chat Bot Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **07 February,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 07 February,2022.

The offer details are as follows:

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a. Details:

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- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



v. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding

b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.

c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.

d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .

ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.

iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.

iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.

v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)



Agreed and Accepted
(Jyoti Prakash Dwivedi)



30 December,2021

Ms. Kriti Choudhary

Email id: kritichoudhary025@gmail.com | Phone no: 9826903636

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Kriti Choudhary,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Framework Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **10 January,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 10 January,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



vi. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)



Agreed and Accepted
(Kriti Choudhary)



04 February,2022

Ms. Muskan Agrawal

Email id: muskan.agrawal2405@gmail.com | Phone no: 9179581527

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Muskan Agrawal,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Chat Bot Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **07 February,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 07 February,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



v. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)

Agreed and Accepted
(Muskan Agrawal)



30 December,2021

Mr. Nihar Jain

Email id: 18bcs030@ietdavv.edu.in | Phone no: 6264289098

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Nihar Jain,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Framework Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **10 January,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 10 January,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



vi. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)



Agreed and Accepted
(Nihar Jain)



30 December,2021

Ms. Poorbi Mukesh Dalal

Email id: poorbidalal2031@gmail.com | Phone no: 8140100054

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Poorbi Mukesh Dalal,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Framework Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **10 January,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 10 January,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



vi. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)



Agreed and Accepted
(Poorbi Mukesh Dalal)



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

December 23, 2021

CONFIDENTIAL

Raunak Gupta
501 Bedekar Colony
Anand Nagar
Khandwa, Madhya Pradesh 450001

Dear Raunak:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Operations Associate - Intern in our Business Operations group, to be based in our Pune office with a start date of January 3, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of January 3, 2022. The internship will last till June 30, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until December 31, 2021.

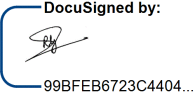
The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.


We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,



Tarun Pandey
Office Managing Principal

Signature: 

Name as it appears on PAN card or passport: 

Date Signed: 25-Dec-2021 | 12:30 AM CST

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
Meal Allowance (ZS will provide a meal allowance of INR 5500 per month, through payroll)	66,000
Retirals	10,000
Gratuity - payable on completing 5 years of continuous service with ZS India Private Limited as per the Payment of Gratuity Act 1972 (first year's provision)	
Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.



Date: 03-Jan-2022

To,
Mayank Bhamre
118, Gali no. 02
Nand Colony, Niwali Road, Sendhwa - 451666

Dear **Mayank Bhamre**,

Pursuant to our discussions, **Intellicus Technologies Pvt. Ltd.** is pleased to make you an offer of employment as **Project Trainee** at grade **X** starting on **06-Jan-2022**.
Your Stipend will be INR **10000/-** 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 **500000 LPA**.

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.

The Company reserves the right to withdraw this offer of employment without any obligation whatsoever, in the event that it presume or suspect or determines or believes that any commercial or

Intellicus Technologies Pvt Ltd

CIN: U31200MP2004PTC016665

SEZ - INDORE Unit I, 4-C, Third Floor, STP-II, Crystal IT Park, Ring Road, Indore, 452001, (M.P.) INDIA

Regd. Office: 1st Floor, Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India.

Phone: +91.731.4267669, Fax: +91.731.4071256



contractual or other obligation may limit ability of 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

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,

DocuSigned by:

4EF4CB4E9AE454F4
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 Intellicus Technologies 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:

Intellicus Technologies Pvt Ltd

CIN: U31200MP2004PTC016665

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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 Intellicus Technologies 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 (03 Months) 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.
5. You would be entitled to take leaves as per the Company's Annual Leave Policy.

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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.
8. You agree to sign the Non Disclosure Agreement with the Company on the first day of your joining before any work allocation.

Authorized Signatory

Intellicus Technologies Pvt Ltd

CIN: U31200MP2004PTC016665

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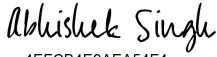
Appointment commitments

Name:	Mayank Bhamre
DOJ:	06-Jan-2022
Experience:	00
Skill Set:	Java,UNIX,SQL
Source:	RecruiterUpload
Salary:	Stipend of Rs.10000/- Per Month
Designation/Grade:	Project Trainee/X Commitments at the time of Negotiation: Any Project Promised: NA Commitment Clause: 0

Commitments at the time of Negotiation:

Any Project Promised: **NA**

Commitment Clause: Your fixed stipend would be Rs. 10000- 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 5,00,000 LPA.

DocuSigned by:

 4EFCB4E9AEA54F4...

Candidates Signature:

Authorized Signatory:

Intellicus Technologies Pvt Ltd

CIN: U31200MP2004PTC016665

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ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

December 23, 2021

CONFIDENTIAL

Ishika Gupta
405-A Shivnest Palace, Bholaram Ustad Marg, Bhawarkua
Indore, Madhya Pradesh 452001

Dear Ishika:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Technology Solutions Associate - Intern in our Business Technology group, to be based in our Pune office with a start date of January 3, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of January 3, 2022. The internship will last till June 30, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until December 31, 2021.

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We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,

A handwritten signature in black ink, appearing to read "Tarun".

Tarun Pandey
Office Managing Principal

Signature:

Name as it appears on PAN card or passport:

Date Signed:

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
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Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.



02-Dec-2021

Alankrita Patidar
B.E. Electronics & Communication Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Alankrita Patidar,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



APPOINTMENT LETTER

January 20, 2022

Dear Sagar Jaiswal,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You

are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with

whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polycycleclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives

shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to polyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Sagar Jaiswal, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Sagar Jaiswal

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620

Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans

are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

- i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till

retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows:
Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable.
*Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose

your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Sagar Jaiswal 20/1/2022 11:53 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited**

T :+91 (80) 2844 0011

Doddakannelli

F :+91 (80) 2844 0054

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

22856002



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

February 3, 2022

CONFIDENTIAL

Gaurang Choudhari
Flat No.101, Gokuldham Aptm
199 Rani Bagh Main, Khandwa Road
Indore, Madhya Pradesh 452020

Dear Gaurang:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Technology Solutions Associate - Intern in our Business Technology group, to be based in our Pune office with a start date of February 21, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of February 21, 2022. The internship will last till July 31, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

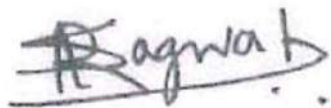
We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until February 11, 2022.

The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.

We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,

A handwritten signature in black ink that reads "Rohit Bhagwat". The signature is written in a cursive style with a horizontal line underneath the name.

Rohit Bhagwat
Office Managing Principal

Signature:

Name as it appears on PAN card or passport:

Date Signed:

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
Meal Allowance (ZS will provide a meal allowance of INR 5500 per month, through payroll)	66,000
Retirals	10,000
Gratuity - payable on completing 5 years of continuous service with ZS India Private Limited as per the Payment of Gratuity Act 1972 (first year's provision)	
Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.

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Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1386124/3.0

Confidential

September 16, 2021

Brijendra Singh Lodhi
L B S Nagar Link Road No 1
Puranpura
Vidisha

Dear Brijendra Singh,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:**Salary -**

Your Annual Cost To Company will be Rs. **750,008**. Your Annual Gross Salary will be Rs. **709,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **September 23, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Medclaim Insurance Policy

Mediclaime Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at apoorva_kambli@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter. Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process. I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **September 16, 2021**Grade: **3.0**Location: **Pune**Name: **Brijendra Singh Lodhi**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		20,100
2	House Rent Allowance	50%	10,050
3	Company contribution to E.P.F./Special Pay I		2,412
4	Superannuation fund/Special Pay II	15%	3,015
5	National Pension Scheme/Special Pay III	10%	2,010
6	Leave Travel Assistance	10%	2,010
7	Performance Pay	10%	2,010
8	Statutory Bonus/Ex-gratia	20%	4,020
9	Upkeep Pay		6,744
	Total to be paid monthly (M)		52,371
	Total for the year [M * 12] [A]		628,452
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		5,909
	Total CPB 10% of Annual Gross Salary [B]		70,908
III	Annual Component		
	Provision for your gratuity [C]	4%	9,648
	Annual Gross Salary [A + B + C]		709,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		750,008

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance

- Personal Accident

- Medclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009
CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Accept the offer



05-Jan-2022

Abhishek Sehariya
B.E. Computer Science
Institute of Engineering and Technology, Indore

Dear Abhishek Sehariya,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



30 December,2021

Mr. DEVRAJ JAIN

Email id: devraj1412001@gmail.com | Phone no: 9039974724

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear DEVRAJ JAIN,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Framework Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **10 January,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 10 January,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



vi. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)



Agreed and Accepted
(DEVRAJ JAIN)

Date:17 Aug 2021**Vikas Dangi**Gram Rusalla, Vidisha, Post Mirzapur,
Vidisha, Madhya Pradesh 464001**LETTER OF APPOINTMENT****Dear Vikas Dangi**

With reference to your application and subsequent interview(s) you had with us, we are pleased to offer you employment in our organization, on the terms and conditions, mentioned in this letter of appointment herein below :

Department :Delivery Function
Band/Grade :2B
Designation :Software Engineer - Trainee
Location :Pune
Cost to Company :Your cost to company will be **Rs.500000.00 (Rupees Five Lakhs Only)/- per annum.**

1. DATE OF JOINING / APPOINTMENT DATE

This appointment will commence from your date of joining which should not be later than **July 2022** provided that you indicate your acceptance to the same by signing and returning a duplicate a copy of this letter of appointment to us immediately and in any case within Fifteen (15) days from the date of this Letter for Offer of Appointment.

You acknowledge that you have been advised by counsel, or had the opportunity to be advised by counsel, in the negotiation, execution and delivery of this Letter which is binding as a legal agreement and related documents. Further, in case, you have any objections to the terms and conditions of this letter, the same should be communicated to us within 15 days from the date of this letter and prior to your tendering us your acceptance to the same, failing which the entire terms and conditions as stipulated herein, shall be deemed to have been accepted by you without any demur. The Appointment Date shall not be varied except if so intimated by the Company in writing.

You should report for joining at the place of posting on or before the above date of joining along with copies of self-attested documents as mentioned below :

- a) Educational documents: 10th, 12th, Graduation (if applicable), Post-Graduation (if applicable)
- b) Address proof (Passport/Driving license/ Voter ID /Aadhaar card)
- c) PAN card copy (Mandatory)
- d) Aadhaar card copy (Mandatory)
- e) Work experience letter of previous organizations (if applicable)
- f) Six (6) Passport size photographs
- g) Resume

Incedo Technology Solutions limited**CIN: U72200DL2011PLC220071****Gurugram:**248,Udyog Vihar, Phase -IV,Gurugram - 122015. Tel: +91 124 4345901, +91 124 4345400**Bengaluru:**1st Floor Tower C, Global Technologies Park, Marathali, Outer Ring Road, Bangalore – 560103, Tel: + 91 8067085800**Chennai:** 3rd floor, Bascon Maeru-Block-B, Kodambakkam High Road, Nungambakkam, Chennai – 600034, Tel: +91 44 66851400/1500**Pune:** Sammon Magnum Opus Business Park, Lalit Estate, Baner, Pune -411045, Tel: +91 20 67182007**Registered Office:** A-47, Lower Ground Floor, Hauz Khas, New Delhi-110016, Tel: +91 11 41655400Contactus@incedoinc.com

NOTE:

- a) Submission of above documents is mandatory and failure to submit any one or all of these documents may be termed as disqualification to the proposed appointment.
- b) If you are not an Indian Citizen, additional documents shall be mandatory in support of your candidature and eligibility, as per the prevailing law of India in this regard.
- c) Please ignore, if you have submitted the above-mentioned documents.

2. DESIGNATION

You shall be designated as **Software Engineer - Trainee** in **BI/Analytics**.

You shall be on probation for an initial period of **6 Months**. The probation period may be extended or shortened at the discretion of the Management. A confirmation letter shall be issued to you after satisfactory completion of probation period, at the sole and absolute discretion of the Management

3. REMUNERATION

Your cost to Company shall be **Rs.500000.00 (Rupees Five Lakhs Only)/- per annum**.

In the event of cessation of employment for any reason prior to completion of eighteen months (18) work experience with the Company, Company reserves a right to deduct OR demand any other amount paid to you; OR reimbursed to you; OR spent on your behalf or has been committed to any third party under partial OR non-refundable provision, in excess to the agreed compensation between you and Incedo under any agreement.

Your salary and other benefits, if any, shall be subject to the deductions of all Government and local taxes, contribution(s), etc. as required to be made under the prevailing laws of India and shall be further subject to deductions on account of any unauthorized absence, authorized absence for any period beyond the leave entitlement, damage to any property of the Company and all other matters as governed by the Company's policy.

4. PLACE OF POSTING AND WORKING HOURS

a) Presently, you shall be posted at our Office in **Pune**. Your place of work may change in case of any relocation of the Company's offices. You are further liable to be transferred to any part within the Country/Overseas as decided by the Management in the interest of the Company.

b) The Management may place/transfer you temporarily/ permanently in any Unit/Department/Associate concern of the Company in or out of India as it may consider necessary at its discretion from time to time.

c) Standard work hours in the Company are 9 hours on a working day. We encourage flexible work timings and work hours, however same is governed basis business need and client contractual obligations. You are advised to discuss with your manager for managing your priorities with greater ease.

d) You may be required to work in shifts and/or any day of the week, if & when specified by the Company, to fulfil business need. In order to support the aforesaid requirement, employees working in odd hours will be eligible for additional benefits as mandated or prescribed under the law from time to time. With the acceptance to this letter, you hereby extend an unqualified consent towards the provisions of this clause.

e) Any cost/expense incurred outside the scope of prevailing Company policy and without express authorization from shall be borne by You. Indicative example of such cost could be; cost to setup home office and its operation; personally purchased accessories and equipment; cost of daily commute to place of work, etc.

5. CONDUCT & DISCIPLINE

a) Official E-mail ID shall be communicated to you after joining. This will be a password-protected official e-mail ID. Any correspondence /information including letter/notice of confirmation, transfer, promotion, termination, resignation, policy matters, etc. received/sent through such e-mail ID by or to you shall be an acceptable form of communication. You are required to keep the password of such e-mail ID confidential. This E-mail ID must be regularly checked for any communication. This E-mail ID should be used exclusively for authorized official purposes only. You shall exclusively be responsible for any unauthorized and unapproved usage of this e-mail id. You shall be bound by the Information Security Policy as update from time to time which is available at <https://thehub.incedoinc.com/SitePages/InfosecPolicyIndia.aspx>.

b) You are expected to maintain high standards of Conduct and Excellence in all your assignments.

c) You shall discharge your duties and responsibilities faithfully and to the best of your ability and talent.

d) You shall at all times comply with the Company's policies. These are available at the public folder at <http://thehub.incedoinc.com>. Management reserves the rights to amend or modify the existing policies as required, at its sole discretion, any time during the year, with or without notice.

e) As a Company personnel, you are a full-time employee and will not undertake any part time or a full time job, business, work or public office, honorary or remunerating post/assignment whether with or without consideration except with the written permission of the management in each case.

f) You will be governed by the service Rules and Regulations, administrative order(s), any such other rules/orders of the Company now in force and that may be in force from time to time.

6. SECRECY

a) You will not divulge to any unauthorized person(s) other than Company, nor use for any purpose save for official purposes, during the period of your employment with us, or thereafter by word of mouth or otherwise, any information concerning the Company's (or its associate's) operations, plans, know-how etc., that you may come to have known as an employee of the Company. Non-compliance of this clause shall subsist the termination of the employment.

b) Any work/project/assignments handled/developed by you individually or as a group during your employment with the Company, will be the exclusive property of the Company and you will not have any rights on it, whatsoever. You shall execute all such documents as may be required from time to time to secure this right of the Company.

Violation in any manner of the above-mentioned terms and conditions will be dealt under Intellectual Property Laws of India, as prevailing from time to time.

7. PRIVACY OF INFORMATION ON REMUNERATION

The remuneration payable to you would be a matter of confidence between the management and yourself, and you shall not divulge any details thereof to any one inside or outside the organization.

8. NON-SOLICITATION

You covenant, and agree that during your employment with the Company and for a period of three (3) year thereafter due to the exposure and access to substantial confidential or proprietary information pertaining to Company's business and clients that you have till now obtained and shall continue to obtain and in recognition of the need to protect the Company's interest in this regard, you will not, except with the prior written consent of the Company, directly or indirectly;

a) Attempt in any manner to solicit from (a) any current Client/ of the Company or (b) any firm, association or corporation or other entity which you have contacted or otherwise dealt with on behalf of the Company, business of the type carried on, or proposed to carried on, by the Company, or to purchase or sell any products or services including any product or services competing with those provided by the Company; or

b) Attempt to persuade any person, firm or entity, which is a Client/ to cease doing business or to reduce the amount of business which any such Client has customarily done.

c) Employ, solicit, incite canvass or attempt to employ or assist anyone else to employ any person who is in the employment of the Company, or was in the employment of the Company at any time during the preceding six calendar months. Further, you shall not Solicit, incite or in any other way encourage other employees of the Company to terminate their respective contracts of employment with the Company; or

d) Solicit, canvass or accept employment from any of Company's Clients or any person, firm or company, which competes with the business of the Company.

e) You shall be bound by the surviving terms of this letter post you employment with the Company.

9. GENERAL RULES

In all matters including those not specifically covered by this letter, such as PF, Bonus, Incentives and LTA will be governed as per the rules of the Company.

a) You will intimate in writing to the Management any change of address within a week from the change of the same, failing that any communication sent on your last recorded address shall be deemed to have served on you.

b) You will hand over the charge, the property and the material etc. of the Company in your possession at the time of cessation of your employment with the Company. Your complete full and final settlement is contingent on your compliance with this clause.

c) In the event of a merger, acquisition or a transfer of business, Incedo reserves the right to move employees to the resulting entity post which term and conditions of employment shall be governed by that of the resulting entity.

d) You will be liable to pay damage(s) to the Company for the loss caused by you directly or indirectly, in addition to other legal remedies, which may be required for violating any of the provisions of this letter of appointment/agreement etc. and the Courts at New Delhi will have exclusive jurisdiction over the appointment consequent to this letter and all matters arising there from.

e) You can be furloughed under extraordinary circumstances as determined by Incedo management.

10. CESSATION OF SERVICE

a) In case an employee, whether on probation or confirmed, decides to leave the employment of the Company by way of resignation or otherwise then he/she shall be required to serve a prior notice of **90** Days from date of such resignation and acceptance by the

approving authority. In alternative, he/she may be required to make payment equivalent to **90 Days** basic salary and/or the period of notice not served upon, in lieu of such notice at the discretion of the Company, if an employee, whether on probation or confirmed, leaves the employment of the Company without following the above specified process, in such events the Company would be within its Rights to forfeit the sum(s) due to the employee, if any, and shall be also at liberty to take appropriate action including but not limited to termination and/or to claim damages(s) and/or loss(s) from said employee..

b) The management reserves the right to terminate your services by giving **90 Days** or **90 Days'** notice pay in lieu thereof. The notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc. Notwithstanding the above, the management reserves the right to terminate your services as per the termination policy of the Company in the event of non-performance or misconduct which includes but is not limited to negligence of duty, disloyalty, dishonesty, misrepresentation, indiscipline or any other indulgence of excess or any impropriety in complying with the terms of this letter or any action detrimental to the interests of the Company.

c) You shall not be eligible for payout of Retention Bonus/Performance Bonus if you resign from the services of Company or if said component paid to you before the due date.

d) You will automatically retire from the services of the Company on attaining the superannuating age of 60 years.

e) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

i) Return to work within three days of the commencement of such absence, and

ii) Give an explanation to the satisfaction of the management regarding such absence.

f) The management shall have the right to ask you to get yourself medically examined, vaccinated or inoculated by any registered medical practitioner at any time when the management feels it necessary. Your service will be liable to be terminated on being found physically or mentally unfit by a registered medical practitioner, nominated by the Company.

11. VERIFICATION AND BACKGROUND CHECK

a) This Letter of appointment is issued to you on the basis of your candidature, eligibility and on grounds of information/ documents provided by you to the Company, and representations made by you during the hiring process, which is the basis of our offer to you. This offer can be withdrawn, without prejudice, anytime even after your joining if any document submitted or representation made is discovered or reported to be false. Further, if you are not an Indian Citizen by birth, please support your candidature and eligibility to join us with necessary details and documentation, as per the prevailing provisions of law of India.

b) The Company may, at its sole and absolute discretion, conduct background checks prior to or after joining or at any time in future, to check but not limited to your identity, the address provided by you, your education background and past work experience, past antecedents, drug tests and/or any other test or verification. You expressly consent to the Company conducting above checks. You are required to furnish the documents listed in the "Appointment Letter", "Background Verification Form" or any other document as may be required. If the Company, is not satisfied, in its sole and absolute subjective discretion, with the outcome of the aforesaid checks, the Company may (I) Reserve the right to withdraw the Offer made to you without any notice and Compensation (II) Or may treat your appointment as null and void ab-initio (III) Or it may take such other appropriate action as may be advised.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

c) You shall disclose any restriction placed on you regarding, including but not limited to, non-solicitation, IPR, confidentiality, work restrictions etc. to Incedo along with your acknowledgement of this Letter.

In case of any query regarding your appointment letter, please feel free to contact your recruiter.

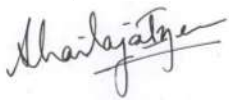
Please sign the duplicate copy of this letter of appointment and return the same in confirmation of your acceptance of the appointment and all other terms and conditions as stated therein.

Wish you all the best and welcome to Incedo for a long-standing relationship.

Sincerely,

FOR INCEDO TECHNOLOGY SOLUTIONS LIMITED

(Wholly Owned Subsidiary of Incedo Inc.)



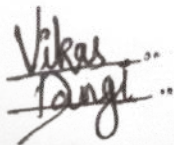
AUTHORIZED SIGNATORY

HUMAN RESOURCES

ACCEPTANCE OF THE EMPLOYEE

I, hereby, agree to abide by the terms and conditions of this letter of appointment and I am aware that any defiance on my part/lapse in meeting the set standards w.r.t. performance/conduct/following any instructions of the Company during the course of employment would result in legal/disciplinary action against me, including employment termination. I agree to join on or before **July 2022** .

SIGNATURE OF THE EMPLOYEE



18/08/2021

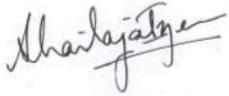
COMPENSATION & ENTITLEMENT

Offer break-up for **Vikas Dangi, Software Engineer - Trainee.**

Details	Monthly	Annually
Basic Pay	20,834	2,50,008
Statutory Bonus	2,083	24,996
Leave Travel Allowance	1,736	20,832
HRA	10,417	1,25,004
Telephone Reimbursement	1,042	12,500
Meal Allowance	2,200	26,400
Professional Development Allowance	1,555	18,660
Gross Salary	39,867	4,78,400
Provident Fund (Employer Contribution)	1,800	21,600
Cost to Company (CTC)		5,00,000

FOR INCEDO TECHNOLOGY SOLUTIONS LIMITED

(Wholly Owned Subsidiary of Incedo Inc.)



AUTHORIZED SIGNATORY

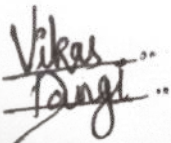
HUMAN RESOURCES

Note:

- 1) Your Salary is strictly confidential and you should not disclose it to anyone without prior permission of the Company in writing.
- 2) All tax implications arising as part of your salary structure shall be borne by you.
- 3) Contribution towards EPF is mandatory for all employees.
- 4) You and your family (Spouse and upto 3 children) are covered under the Group Medclaim Insurance Policy through Star Health & Allied Insurance Co. Ltd. Total sum insured is Rs. 5,00,000/- (Rupees Five Lakhs Only) per family. In addition, you can cover your parents/parents-in-law in this family floater policy by paying premium as per the defined guidelines. For parents, the sum insured is capped at Rs. 2,50,000/- (Rupees Two Lakhs Fifty Thousand Only). Details w.r.t. enrolment will be shared post your joining.
- 5) You are covered under the Group Personal Accident Policy through The New India Assurance Company Limited. Total sum insured is Rs.5,00,000/- (Rupees Five Lakhs only).
- 6) You are covered under the Group Term Life Insurance Policy through ICICI Prudential Life Insurance Company Limited. Total sum insured is 1.5 times of annual fixed salary or Rs.1,00,00,000/- (Rupees 1 Crore only), whichever is lower.

I, hereby, agree to abide by the terms and conditions of this Appointment Letter.

SIGNATURE OF EMPLOYEE



18/08/2021



Reference: Persistent/Academic Intern/1387788/0.2

**Internship Offer Letter
Confidential**

Dec 21, 2021

**Mr Sumit Tiwari
7A parshwanath nagar
Indore 452009**

Dear Sumit,

Subject:Your engagement as an Academic Intern with Persistent

With reference to your application for industrial training with us, and the subsequent selection process, we are pleased to inform you that you have been selected as **an Academic Intern** at grade **0.2** with Persistent Systems (Company). This offer is made to you as part of your Academic Curriculum.

The duration and start date of the internship will be communicated to you in due course of time separately.

During the internship period you will be paid a consolidated monthly stipend of Rs. 10,000 per month. You will also be eligible for benefits such as free lunch, snacks, tea and coffee during your internship period.

All terms and conditions in this document, read with any other document specifically referred herein and incorporated hereto by such reference, collectively shall constitute the entire understanding between the Academic Intern and the Company.

Company does not assure you or commit (a) any extension of this internship beyond the period stipulated under this letter and/or offer you employment with Company and/or absorb you as an employee of the Company in future. Unless otherwise specifically agreed in writing by Company, there shall be no employee-employer relationship between you and Company.

1. Working days

Normal working days for Company are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other weekly off day. The normal working hours are forty five hours per week.

2. Holidays and Leaves

You will not be eligible for any leave or compensatory off during internship period.

3. Termination of Internship

The internship can be terminated with one week notice or stipend (if you are eligible for stipend under this letter), in lieu of the notice period on either side.

The Company can terminate your internship without any notice period in case the internship is terminated on grounds of:

- i. Breach of confidentiality or IP related obligations
- ii. Violation of law
- iii. Gross Misconduct
- iv. Material breach of Company policy.

In such event, the Company will not be liable to pay stipend (if payment is otherwise stipulated in this letter) in lieu of notice period.

In case the last day of your internship falls on a non-working day, your last day of internship shall be the immediate previous working day.

The internship period can be terminated by whatsoever reasons by either party by giving one week notice period.

4. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

Please contact **Rajeshwari Joshi** (Ph. No. **020-66965038**) on the date of joining. We request you to report at 9 am at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

5. Documents required at the time of joining

At the time of joining, the following original certificates/documents along with one photocopy should be furnished. Original certificates/documents will be returned to you after verification.

Sr. No	Description
1	Certificates of educational qualification - SSC (10th Equivalent), School leaving, HSC (12th equivalent).
2	Certificate of Graduation/Post Graduation and Mark Sheets
3	2 recent passport size color photographs
4	Photo-attested bonafide certificate from college Principal

We welcome you to the Persistent family and look forward to a mutually fulfilling association.

**Yours sincerely,
For Persistent Systems Ltd**

**Kalpana Kudlingar
Head - Campus Talent Acquisition**

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of me having accepted the offer and the terms and conditions set out in this letter.

Also, I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company on the date communicated to me separately.

Date:

Signature:

Name:

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

December 23, 2021

CONFIDENTIAL

Ashwin Sariwal
50 Sunder Nagar Extension, Sukhliya
Indore, Madhya Pradesh 452010

Dear Ashwin:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Technology Solutions Associate - Intern in our Business Technology group, to be based in our Pune office with a start date of January 3, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1386409/3.0

Confidential

September 16, 2021

Kartik Patidar
473, Azad Chowk
Tillore Khurd
Indore

Dear Kartik,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **750,008**. Your Annual Gross Salary will be Rs. **709,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.

- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.

- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **September 23, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such. As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at apoorva_kambli@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune
Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.
Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.
I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **September 16, 2021**Grade: **3.0**Location: **Pune**Name: **Kartik Patidar**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		20,100
2	House Rent Allowance	50%	10,050
3	Company contribution to E.P.F./Special Pay I		2,412
4	Superannuation fund/Special Pay II	15%	3,015
5	National Pension Scheme/Special Pay III	10%	2,010
6	Leave Travel Assistance	10%	2,010
7	Performance Pay	10%	2,010
8	Statutory Bonus/Ex-gratia	20%	4,020
9	Upkeep Pay		6,744
	Total to be paid monthly (M)		52,371
	Total for the year [M * 12] [A]		628,452
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		5,909
	Total CPB 10% of Annual Gross Salary [B]		70,908
III	Annual Component		
	Provision for your gratuity [C]	4%	9,648
	Annual Gross Salary [A + B + C]		709,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		750,008

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance
- Personal Accident
- Medclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80



OFFER LETTER

CONFIDENTIAL

10/05/2021

Kiran Gurawal

Dear Kiran ,

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee Programmer at Grade T (T)** working in our organization.

You are requested to join us on or before **06/01/2022** .

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**

Laveena Nabar
Authorized Signatory
Human Resources

P.S: Date format to be read as MM/DD/YYYY, print only, if required

Disclaimer: This is a computer-generated document and requires no hand-drawn signature on behalf of the Originator, i.e. YASH TECHNOLOGIES PVT LTD. While acceptance, on this computer-generated Offer Letter/Appointment letter, the Employee understands and accepts the same to be valid electronic communication and a legal understanding of reciprocal obligations between the parties which is legally enforceable within the meaning of the all applicable Acts, rules, and regulations including Information Technology Act 2000, as amended till date, or under any other applicable law governing electronic transactions, for the time being in force.

The following are the terms and conditions that refer to our offer of employment to you for the position of **Trainee Programmer**.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1) Base Location: Your base location shall be **Indore -Crystal IT Park-DC (102)**. Currently, you will be working remotely and/or from home; but can be asked to work from any of the YASH locations, depending upon business requirement, with a notice of 30 days. However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2) Salary & Taxes: You will be entitled to a CTC of **Rs. 600000/- (Rupees Six Lakh only)** on an annual basis, less all required deductions viz., tax on salary, provident fund contribution, ESIC, professional tax, and any other amounts as required by law to be deducted or as per the policies of the YASH Technologies Pvt. Ltd. Please refer to Annexure I for a detailed outline of your CTC structure wherein you may find the eligibility for different heads for you as specified. You would be required to fill the CTC structure at the time of joining.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices, and changes in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of the agreement by you.

3) Training/Probation/Confirmation: You'll be under training cum probation for a period of six months from the date of your joining. Thereafter, based on your performance, management reserves the right to extend the training cum probation period or confirm the appointment with the company. Unless services are confirmed in writing, you will continue to be on training cum probation.

4) Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance, and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trends, company's performance, market situation, and other related factors. Any action arising out of this review is solely at the discretion of the Management.

5) Agreement: You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable, etc. with the Company or with clients of the company when you work for

them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules, and regulations of the Company.

6) Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

7) Termination/Separation: Your employment with the Company can be ceased either by the Company or by you as per below:

a) Notice Period:

- **During the training/probation period** your employment can be terminated by the company without any notice and without any obligation to assign a reason. If you wish to terminate this employment you may have to give 45 days written notice.
- **Upon confirmation of services**, employment services can be terminated by giving 90 days written notice by either side. If the company is terminating the employment then it'll pay salary in lieu of notice period for the aforesaid period wherein salary will not include any incentive or variable pay amounts, if any.

If you wish to terminate this employment by resignation/notice then the company on its sole discretion may decide to waive the required notice period from you without any obligation to pay salary in lieu of full/ remaining notice period or permit you for payment of salary with applicable taxes in lieu of full/remaining notice period or permit you for leave balance adjustment against notice period with applicable taxes and accordingly relieve you prior to completion of the stipulated notice period of 45/90 days as applicable. Also, an employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

b) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement, or any other agreement as signed by you during the course of employment.

On termination of your employment for any reason, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

8) International Assignment & Visa: For business requirements, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training, or knowledge transfer based on the Client's or Company's requirement. In this case, the company will incur considerable costs and expenses in orientation, training, Visa, and necessary arrangements for an employee. On completion of travel, the employee is expected to return to the base location in the home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to the home country or as agreed in the International assignment agreement. An employee on international travel, cannot initiate the separation process during the travel duration. The Employee needs to come back to the home country after completing the assignment and then initiate separation as per Employee Separation Policy, for the company to consider the same as valid resignation and separation.

In the event when an employee does not wish voluntarily to complete the period of six months or as agreed in the International assignment agreement after returning from international travel, the employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages as per the terms of International Assignment &

Visa Policy.

Employee during the course of employment shall abide by all terms & conditions as specified in **International Assignment & Visa Policy**.

9) Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law if required as per business needs. This is subjected to change from time to time as per management discretion.

10) Benefits: You shall be eligible for Group medical insurance, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At YASH; you and your family (spouse & 2 dependent children, if any) will be benefited under **Group Medical Insurance** benefit plan which provides safety net for Rs. **5 Lakh floater cover** & Personal Accidental Insurance. Total cost of this Insurance Benefit is included in your compensation structure under the component name of Insurance Benefit. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

11) Notice Period Buy-Out: If Company specifically requests you to join its services forthwith, the following Stipulations are applicable for Reimbursement of Notice Period Pay:

- The claim should be submitted after completion of one month of service with the company from the date of your joining.
- Mode of payment towards the balance/full amount for the final settlement if any; needs to be made either by DD or by Cheque.
- Leave encashment adjusted against notice period in the final settlement will be paid for earned/privileged leaves only.
- The amount payable will be recoverable along with the Full & Final Settlement in case you leave the services of the company before completion of twelve months from the date of your joining.

The following documents will be required in original for claiming the Notice period buy-out:

- Written communication/written approval from YASH HR.
- Details of Full & Final settlement on your previous company's letterhead / official document in ORIGINAL duly attested by the previous employer.
- In case of balance/full amount payment for final settlement; Photostat copy of DD & receipt of the same from the previous employer **or** photostat copy of cheque & bank statement reflecting the cheque clearance.

12) Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of the recruitment & selection process. The company reserves the right to do employment verification, background verification, and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

13) Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per the policy of the company.

14) Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to the

exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals, or any other courts or authority of whatsoever nature.

15) Rules and Regulations:

- Your appointment will be governed by the policies, rules, regulations, and procedures of YASH Technologies as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of YASH or client you shall abide by the policy and the terms and conditions as applicable thereof.
- Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit, and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.
- The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently, and to the best of ability to perform all responsibilities and ensure results.
- You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual, and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care, or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 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 the prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

16) Non-Compete Agreement: Except on behalf of YASH; you can't work/render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with YASH & for a period of 12 months from the date of leaving the services of the company.

17) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting, and/or related services ("Work") for its End Clients from time to time. The company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or have the opportunity to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under an Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary for the performance of the Work assigned to you).

Employee undertakes and agrees to:

- Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to

manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.

- To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
- Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
- Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
- Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

All global rules and regulations, laws, procedures related to Confidentiality, and Data Protection shall apply to an employee as it is as the same is applicable to the Company in pursuant to the Service Agreement entered with its End Clients. This obligation of Confidentiality and Data Protection shall survive forever even after termination or your resignation with the Company.

In the event, where you will be obligated to disclose any Confidential Information or Personal Identifiable Information as a result of a court order or pursuant to governmental action, then you shall immediately inform the Company within a reasonable time so that the Company or such Individual will get an opportunity to raise the objections to such disclosures of Confidential Information or Personal Identifiable Information to the relevant authority.

Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance, or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information (“PII”)

“Confidential Information” shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names, and addresses of whatsoever nature, trade dress, copyrights, patents (including applications, continuations, reissues, and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client’s trade secrets.

“Personal Identifiable Information” (PII) shall means

- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

18) Ownership of Inventions: “Inventions” are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise, the underemployment on which you are directly

or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title, and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in India, the United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledges and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty-free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

19) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in Annexure-II. Please note that all documents mentioned in Annexure-II are mandatory & you'll not be allowed to join without them.

20) Acceptance: We request you to go through the offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before the date of joining, whichever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or costs, etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause 15,16 & 17 of this letter will survive even after termination, or cancellation of this offer letter or resignation of the employee.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Kiran Gurawal** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____



OFFER LETTER

CONFIDENTIAL

09/27/2021

Manish Bhagat

Dear **Manish**,

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee Programmer at Grade T (T)** working in our organization.

You are requested to join us on or before **06/01/2022** .

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**

Laveena Nabar
Authorized Signatory
Human Resources

P.S: Date format to be read as MM/DD/YYYY, print only, if required

Disclaimer: This is a computer-generated document and requires no hand-drawn signature on behalf of the Originator, i.e. YASH TECHNOLOGIES PVT LTD. While acceptance, on this computer-generated Offer Letter/Appointment letter, the Employee understands and accepts the same to be valid electronic communication and a legal understanding of reciprocal obligations between the parties which is legally enforceable within the meaning of the all applicable Acts, rules, and regulations including Information Technology Act 2000, as amended till date, or under any other applicable law governing electronic transactions, for the time being in force.

The following are the terms and conditions that refer to our offer of employment to you for the position of **Trainee Programmer**.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1) Base Location: Your base location shall be **Indore -Crystal IT Park-DC (102)**. Currently, you will be working remotely and/or from home; but can be asked to work from any of the YASH locations, depending upon business requirement, with a notice of 30 days. However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2) Salary & Taxes: You will be entitled to a CTC of **Rs. 600000/- (Rupees Six Lakh only)** on an annual basis, less all required deductions viz., tax on salary, provident fund contribution, ESIC, professional tax, and any other amounts as required by law to be deducted or as per the policies of the YASH Technologies Pvt. Ltd. Please refer to Annexure I for a detailed outline of your CTC structure wherein you may find the eligibility for different heads for you as specified. You would be required to fill the CTC structure at the time of joining.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices, and changes in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of the agreement by you.

3) Training/Probation/Confirmation: You'll be under training cum probation for a period of six months from the date of your joining. Thereafter, based on your performance, management reserves the right to extend the training cum probation period or confirm the appointment with the company. Unless services are confirmed in writing, you will continue to be on training cum probation.

4) Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance, and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trends, company's performance, market situation, and other related factors. Any action arising out of this review is solely at the discretion of the Management.

5) Agreement: You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable, etc. with the Company or with clients of the company when you work for

them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules, and regulations of the Company.

6) Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

7) Termination/Separation: Your employment with the Company can be ceased either by the Company or by you as per below:

a) Notice Period:

- **During the training/probation period** your employment can be terminated by the company without any notice and without any obligation to assign a reason. If you wish to terminate this employment you may have to give 45 days written notice.
- **Upon confirmation of services**, employment services can be terminated by giving 90 days written notice by either side. If the company is terminating the employment then it'll pay salary in lieu of notice period for the aforesaid period wherein salary will not include any incentive or variable pay amounts, if any.

If you wish to terminate this employment by resignation/notice then the company on its sole discretion may decide to waive the required notice period from you without any obligation to pay salary in lieu of full/ remaining notice period or permit you for payment of salary with applicable taxes in lieu of full/remaining notice period or permit you for leave balance adjustment against notice period with applicable taxes and accordingly relieve you prior to completion of the stipulated notice period of 45/90 days as applicable. Also, an employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

b) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement, or any other agreement as signed by you during the course of employment.

On termination of your employment for any reason, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

8) International Assignment & Visa: For business requirements, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training, or knowledge transfer based on the Client's or Company's requirement. In this case, the company will incur considerable costs and expenses in orientation, training, Visa, and necessary arrangements for an employee. On completion of travel, the employee is expected to return to the base location in the home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to the home country or as agreed in the International assignment agreement. An employee on international travel, cannot initiate the separation process during the travel duration. The Employee needs to come back to the home country after completing the assignment and then initiate separation as per Employee Separation Policy, for the company to consider the same as valid resignation and separation.

In the event when an employee does not wish voluntarily to complete the period of six months or as agreed in the International assignment agreement after returning from international travel, the employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages as per the terms of International Assignment &

Visa Policy.

Employee during the course of employment shall abide by all terms & conditions as specified in **International Assignment & Visa Policy**.

9) Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law if required as per business needs. This is subjected to change from time to time as per management discretion.

10) Benefits: You shall be eligible for Group medical insurance, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At YASH; you and your family (spouse & 2 dependent children, if any) will be benefited under **Group Medical Insurance** benefit plan which provides safety net for Rs. **5 Lakh floater cover** & Personal Accidental Insurance. Total cost of this Insurance Benefit is included in your compensation structure under the component name of Insurance Benefit. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

11) Notice Period Buy-Out: If Company specifically requests you to join its services forthwith, the following Stipulations are applicable for Reimbursement of Notice Period Pay:

- The claim should be submitted after completion of one month of service with the company from the date of your joining.
- Mode of payment towards the balance/full amount for the final settlement if any; needs to be made either by DD or by Cheque.
- Leave encashment adjusted against notice period in the final settlement will be paid for earned/privileged leaves only.
- The amount payable will be recoverable along with the Full & Final Settlement in case you leave the services of the company before completion of twelve months from the date of your joining.

The following documents will be required in original for claiming the Notice period buy-out:

- Written communication/written approval from YASH HR.
- Details of Full & Final settlement on your previous company's letterhead / official document in ORIGINAL duly attested by the previous employer.
- In case of balance/full amount payment for final settlement; Photostat copy of DD & receipt of the same from the previous employer **or** photostat copy of cheque & bank statement reflecting the cheque clearance.

12) Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of the recruitment & selection process. The company reserves the right to do employment verification, background verification, and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

13) Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per the policy of the company.

14) Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to the

exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals, or any other courts or authority of whatsoever nature.

15) Rules and Regulations:

- Your appointment will be governed by the policies, rules, regulations, and procedures of YASH Technologies as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of YASH or client you shall abide by the policy and the terms and conditions as applicable thereof.
- Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit, and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.
- The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently, and to the best of ability to perform all responsibilities and ensure results.
- You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual, and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care, or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 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 the prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

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17) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting, and/or related services ("Work") for its End Clients from time to time. The company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or have the opportunity to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under an Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary for the performance of the Work assigned to you).

Employee undertakes and agrees to:

- Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to

manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.

- To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
- Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
- Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
- Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

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Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance, or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information (“PII”)

“Confidential Information” shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names, and addresses of whatsoever nature, trade dress, copyrights, patents (including applications, continuations, reissues, and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client’s trade secrets.

“Personal Identifiable Information” (PII) shall means

- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

18) Ownership of Inventions: “Inventions” are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise, the underemployment on which you are directly

or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title, and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in India, the United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledges and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty-free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

19) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in Annexure-II. Please note that all documents mentioned in Annexure-II are mandatory & you'll not be allowed to join without them.

20) Acceptance: We request you to go through the offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before the date of joining, whichever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or costs, etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause 15,16 & 17 of this letter will survive even after termination, or cancellation of this offer letter or resignation of the employee.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Manish Bhagat** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____



OFFER LETTER

CONFIDENTIAL

09/27/2021

Shruti Malviya

Dear **Shruti**,

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee Programmer at Grade T (T)** working in our organization.

You are requested to join us on or before **06/01/2022** .

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**

Laveena Nabar
Authorized Signatory
Human Resources

P.S: Date format to be read as MM/DD/YYYY, print only, if required

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The following are the terms and conditions that refer to our offer of employment to you for the position of **Trainee Programmer**.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1) Base Location: Your base location shall be **Indore -Crystal IT Park-DC (102)**. Currently, you will be working remotely and/or from home; but can be asked to work from any of the YASH locations, depending upon business requirement, with a notice of 30 days. However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2) Salary & Taxes: You will be entitled to a CTC of **Rs. 600000/- (Rupees Six Lakh only)** on an annual basis, less all required deductions viz., tax on salary, provident fund contribution, ESIC, professional tax, and any other amounts as required by law to be deducted or as per the policies of the YASH Technologies Pvt. Ltd. Please refer to Annexure I for a detailed outline of your CTC structure wherein you may find the eligibility for different heads for you as specified. You would be required to fill the CTC structure at the time of joining.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices, and changes in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of the agreement by you.

3) Training/Probation/Confirmation: You'll be under training cum probation for a period of six months from the date of your joining. Thereafter, based on your performance, management reserves the right to extend the training cum probation period or confirm the appointment with the company. Unless services are confirmed in writing, you will continue to be on training cum probation.

4) Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance, and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trends, company's performance, market situation, and other related factors. Any action arising out of this review is solely at the discretion of the Management.

5) Agreement: You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable, etc. with the Company or with clients of the company when you work for

them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules, and regulations of the Company.

6) Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

7) Termination/Separation: Your employment with the Company can be ceased either by the Company or by you as per below:

a) Notice Period:

- **During the training/probation period** your employment can be terminated by the company without any notice and without any obligation to assign a reason. If you wish to terminate this employment you may have to give 45 days written notice.
- **Upon confirmation of services**, employment services can be terminated by giving 90 days written notice by either side. If the company is terminating the employment then it'll pay salary in lieu of notice period for the aforesaid period wherein salary will not include any incentive or variable pay amounts, if any.

If you wish to terminate this employment by resignation/notice then the company on its sole discretion may decide to waive the required notice period from you without any obligation to pay salary in lieu of full/ remaining notice period or permit you for payment of salary with applicable taxes in lieu of full/remaining notice period or permit you for leave balance adjustment against notice period with applicable taxes and accordingly relieve you prior to completion of the stipulated notice period of 45/90 days as applicable. Also, an employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

b) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement, or any other agreement as signed by you during the course of employment.

On termination of your employment for any reason, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

8) International Assignment & Visa: For business requirements, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training, or knowledge transfer based on the Client's or Company's requirement. In this case, the company will incur considerable costs and expenses in orientation, training, Visa, and necessary arrangements for an employee. On completion of travel, the employee is expected to return to the base location in the home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to the home country or as agreed in the International assignment agreement. An employee on international travel, cannot initiate the separation process during the travel duration. The Employee needs to come back to the home country after completing the assignment and then initiate separation as per Employee Separation Policy, for the company to consider the same as valid resignation and separation.

In the event when an employee does not wish voluntarily to complete the period of six months or as agreed in the International assignment agreement after returning from international travel, the employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages as per the terms of International Assignment &

Visa Policy.

Employee during the course of employment shall abide by all terms & conditions as specified in **International Assignment & Visa Policy**.

9) Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law if required as per business needs. This is subjected to change from time to time as per management discretion.

10) Benefits: You shall be eligible for Group medical insurance, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At YASH; you and your family (spouse & 2 dependent children, if any) will be benefited under **Group Medical Insurance** benefit plan which provides safety net for Rs. **5 Lakh floater cover** & Personal Accidental Insurance. Total cost of this Insurance Benefit is included in your compensation structure under the component name of Insurance Benefit. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

11) Notice Period Buy-Out: If Company specifically requests you to join its services forthwith, the following Stipulations are applicable for Reimbursement of Notice Period Pay:

- The claim should be submitted after completion of one month of service with the company from the date of your joining.
- Mode of payment towards the balance/full amount for the final settlement if any; needs to be made either by DD or by Cheque.
- Leave encashment adjusted against notice period in the final settlement will be paid for earned/privileged leaves only.
- The amount payable will be recoverable along with the Full & Final Settlement in case you leave the services of the company before completion of twelve months from the date of your joining.

The following documents will be required in original for claiming the Notice period buy-out:

- Written communication/written approval from YASH HR.
- Details of Full & Final settlement on your previous company's letterhead / official document in ORIGINAL duly attested by the previous employer.
- In case of balance/full amount payment for final settlement; Photostat copy of DD & receipt of the same from the previous employer **or** photostat copy of cheque & bank statement reflecting the cheque clearance.

12) Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of the recruitment & selection process. The company reserves the right to do employment verification, background verification, and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

13) Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per the policy of the company.

14) Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to the

exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals, or any other courts or authority of whatsoever nature.

15) Rules and Regulations:

- Your appointment will be governed by the policies, rules, regulations, and procedures of YASH Technologies as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of YASH or client you shall abide by the policy and the terms and conditions as applicable thereof.
- Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit, and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.
- The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently, and to the best of ability to perform all responsibilities and ensure results.
- You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual, and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care, or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 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 the prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

16) Non-Compete Agreement: Except on behalf of YASH; you can't work/render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with YASH & for a period of 12 months from the date of leaving the services of the company.

17) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting, and/or related services ("Work") for its End Clients from time to time. The company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or have the opportunity to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under an Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary for the performance of the Work assigned to you).

Employee undertakes and agrees to:

- Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to

manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.

- To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
- Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
- Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
- Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

All global rules and regulations, laws, procedures related to Confidentiality, and Data Protection shall apply to an employee as it is as the same is applicable to the Company in pursuant to the Service Agreement entered with its End Clients. This obligation of Confidentiality and Data Protection shall survive forever even after termination or your resignation with the Company.

In the event, where you will be obligated to disclose any Confidential Information or Personal Identifiable Information as a result of a court order or pursuant to governmental action, then you shall immediately inform the Company within a reasonable time so that the Company or such Individual will get an opportunity to raise the objections to such disclosures of Confidential Information or Personal Identifiable Information to the relevant authority.

Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance, or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information (“PII”)

“Confidential Information” shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names, and addresses of whatsoever nature, trade dress, copyrights, patents (including applications, continuations, reissues, and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client’s trade secrets.

“Personal Identifiable Information” (PII) shall means

- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

18) Ownership of Inventions: “Inventions” are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise, the underemployment on which you are directly

or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title, and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in India, the United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledges and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty-free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

19) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in Annexure-II. Please note that all documents mentioned in Annexure-II are mandatory & you'll not be allowed to join without them.

20) Acceptance: We request you to go through the offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before the date of joining, whichever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or costs, etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause 15,16 & 17 of this letter will survive even after termination, or cancellation of this offer letter or resignation of the employee.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Shruti Malviya** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____



OFFER LETTER

CONFIDENTIAL

09/28/2021

Ajay Rana

Dear **Ajay**,

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee Programmer** at **Grade T (T)** working in our organization.

You are requested to join us on or before **06/01/2022** .

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**

Laveena Nabar
Authorized Signatory
Human Resources

P.S: Date format to be read as MM/DD/YYYY, print only, if required

Disclaimer: This is a computer-generated document and requires no hand-drawn signature on behalf of the Originator, i.e. YASH TECHNOLOGIES PVT LTD. While acceptance, on this computer-generated Offer Letter/Appointment letter, the Employee understands and accepts the same to be valid electronic communication and a legal understanding of reciprocal obligations between the parties which is legally enforceable within the meaning of the all applicable Acts, rules, and regulations including Information Technology Act 2000, as amended till date, or under any other applicable law governing electronic transactions, for the time being in force.

The following are the terms and conditions that refer to our offer of employment to you for the position of **Trainee Programmer**.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1) Base Location: Your base location shall be **Indore -Crystal IT Park-DC (102)**. Currently, you will be working remotely and/or from home; but can be asked to work from any of the YASH locations, depending upon business requirement, with a notice of 30 days. However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2) Salary & Taxes: You will be entitled to a CTC of **Rs. 600000/- (Rupees Six Lakh only)** on an annual basis, less all required deductions viz., tax on salary, provident fund contribution, ESIC, professional tax, and any other amounts as required by law to be deducted or as per the policies of the YASH Technologies Pvt. Ltd. Please refer to Annexure I for a detailed outline of your CTC structure wherein you may find the eligibility for different heads for you as specified. You would be required to fill the CTC structure at the time of joining.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices, and changes in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of the agreement by you.

3) Training/Probation/Confirmation: You'll be under training cum probation for a period of six months from the date of your joining. Thereafter, based on your performance, management reserves the right to extend the training cum probation period or confirm the appointment with the company. Unless services are confirmed in writing, you will continue to be on training cum probation.

4) Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance, and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trends, company's performance, market situation, and other related factors. Any action arising out of this review is solely at the discretion of the Management.

5) Agreement: You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable, etc. with the Company or with clients of the company when you work for

them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules, and regulations of the Company.

6) Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

7) Termination/Separation: Your employment with the Company can be ceased either by the Company or by you as per below:

a) Notice Period:

- **During the training/probation period** your employment can be terminated by the company without any notice and without any obligation to assign a reason. If you wish to terminate this employment you may have to give 45 days written notice.
- **Upon confirmation of services**, employment services can be terminated by giving 90 days written notice by either side. If the company is terminating the employment then it'll pay salary in lieu of notice period for the aforesaid period wherein salary will not include any incentive or variable pay amounts, if any.

If you wish to terminate this employment by resignation/notice then the company on its sole discretion may decide to waive the required notice period from you without any obligation to pay salary in lieu of full/ remaining notice period or permit you for payment of salary with applicable taxes in lieu of full/remaining notice period or permit you for leave balance adjustment against notice period with applicable taxes and accordingly relieve you prior to completion of the stipulated notice period of 45/90 days as applicable. Also, an employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

b) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement, or any other agreement as signed by you during the course of employment.

On termination of your employment for any reason, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

8) International Assignment & Visa: For business requirements, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training, or knowledge transfer based on the Client's or Company's requirement. In this case, the company will incur considerable costs and expenses in orientation, training, Visa, and necessary arrangements for an employee. On completion of travel, the employee is expected to return to the base location in the home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to the home country or as agreed in the International assignment agreement. An employee on international travel, cannot initiate the separation process during the travel duration. The Employee needs to come back to the home country after completing the assignment and then initiate separation as per Employee Separation Policy, for the company to consider the same as valid resignation and separation.

In the event when an employee does not wish voluntarily to complete the period of six months or as agreed in the International assignment agreement after returning from international travel, the employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages as per the terms of International Assignment &

Visa Policy.

Employee during the course of employment shall abide by all terms & conditions as specified in **International Assignment & Visa Policy**.

9) Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law if required as per business needs. This is subjected to change from time to time as per management discretion.

10) Benefits: You shall be eligible for Group medical insurance, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At YASH; you and your family (spouse & 2 dependent children, if any) will be benefited under **Group Medical Insurance** benefit plan which provides safety net for Rs. **5 Lakh floater cover** & Personal Accidental Insurance. Total cost of this Insurance Benefit is included in your compensation structure under the component name of Insurance Benefit. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

11) Notice Period Buy-Out: If Company specifically requests you to join its services forthwith, the following Stipulations are applicable for Reimbursement of Notice Period Pay:

- The claim should be submitted after completion of one month of service with the company from the date of your joining.
- Mode of payment towards the balance/full amount for the final settlement if any; needs to be made either by DD or by Cheque.
- Leave encashment adjusted against notice period in the final settlement will be paid for earned/privileged leaves only.
- The amount payable will be recoverable along with the Full & Final Settlement in case you leave the services of the company before completion of twelve months from the date of your joining.

The following documents will be required in original for claiming the Notice period buy-out:

- Written communication/written approval from YASH HR.
- Details of Full & Final settlement on your previous company's letterhead / official document in ORIGINAL duly attested by the previous employer.
- In case of balance/full amount payment for final settlement; Photostat copy of DD & receipt of the same from the previous employer **or** photostat copy of cheque & bank statement reflecting the cheque clearance.

12) Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of the recruitment & selection process. The company reserves the right to do employment verification, background verification, and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

13) Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per the policy of the company.

14) Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to the

exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals, or any other courts or authority of whatsoever nature.

15) Rules and Regulations:

- Your appointment will be governed by the policies, rules, regulations, and procedures of YASH Technologies as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of YASH or client you shall abide by the policy and the terms and conditions as applicable thereof.
- Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit, and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.
- The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently, and to the best of ability to perform all responsibilities and ensure results.
- You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual, and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care, or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 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 the prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

16) Non-Compete Agreement: Except on behalf of YASH; you can't work/render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with YASH & for a period of 12 months from the date of leaving the services of the company.

17) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting, and/or related services ("Work") for its End Clients from time to time. The company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or have the opportunity to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under an Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary for the performance of the Work assigned to you).

Employee undertakes and agrees to:

- Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to

manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.

- To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
- Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
- Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
- Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

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Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance, or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information (“PII”)

“Confidential Information” shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names, and addresses of whatsoever nature, trade dress, copyrights, patents (including applications, continuations, reissues, and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client’s trade secrets.

“Personal Identifiable Information” (PII) shall means

- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

18) Ownership of Inventions: “Inventions” are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise, the underemployment on which you are directly

or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title, and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in India, the United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledges and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty-free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

19) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in Annexure-II. Please note that all documents mentioned in Annexure-II are mandatory & you'll not be allowed to join without them.

20) Acceptance: We request you to go through the offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before the date of joining, whichever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or costs, etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause 15,16 & 17 of this letter will survive even after termination, or cancellation of this offer letter or resignation of the employee.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Ajay Rana** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____



OFFER LETTER

CONFIDENTIAL

09/23/2021

Ajay Redhu

Dear **Ajay**,

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee Programmer at Grade T (T)** working in our organization.

You are requested to join us on or before **06/01/2022** .

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**

Laveena Nabar
Authorized Signatory
Human Resources

P.S: Date format to be read as MM/DD/YYYY, print only, if required

Disclaimer: This is a computer-generated document and requires no hand-drawn signature on behalf of the Originator, i.e. YASH TECHNOLOGIES PVT LTD. While acceptance, on this computer-generated Offer Letter/Appointment letter, the Employee understands and accepts the same to be valid electronic communication and a legal understanding of reciprocal obligations between the parties which is legally enforceable within the meaning of the all applicable Acts, rules, and regulations including Information Technology Act 2000, as amended till date, or under any other applicable law governing electronic transactions, for the time being in force.

The following are the terms and conditions that refer to our offer of employment to you for the position of **Trainee Programmer**.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1) Base Location: Your base location shall be **Indore -Crystal IT Park-DC (102)**. Currently, you will be working remotely and/or from home; but can be asked to work from any of the YASH locations, depending upon business requirement, with a notice of 30 days. However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2) Salary & Taxes: You will be entitled to a CTC of **Rs. 600000/- (Rupees Six Lakh only)** on an annual basis, less all required deductions viz., tax on salary, provident fund contribution, ESIC, professional tax, and any other amounts as required by law to be deducted or as per the policies of the YASH Technologies Pvt. Ltd. Please refer to Annexure I for a detailed outline of your CTC structure wherein you may find the eligibility for different heads for you as specified. You would be required to fill the CTC structure at the time of joining.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices, and changes in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of the agreement by you.

3) Training/Probation/Confirmation: You'll be under training cum probation for a period of six months from the date of your joining. Thereafter, based on your performance, management reserves the right to extend the training cum probation period or confirm the appointment with the company. Unless services are confirmed in writing, you will continue to be on training cum probation.

4) Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance, and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trends, company's performance, market situation, and other related factors. Any action arising out of this review is solely at the discretion of the Management.

5) Agreement: You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable, etc. with the Company or with clients of the company when you work for

them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules, and regulations of the Company.

6) Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

7) Termination/Separation: Your employment with the Company can be ceased either by the Company or by you as per below:

a) Notice Period:

- **During the training/probation period** your employment can be terminated by the company without any notice and without any obligation to assign a reason. If you wish to terminate this employment you may have to give 45 days written notice.
- **Upon confirmation of services**, employment services can be terminated by giving 90 days written notice by either side. If the company is terminating the employment then it'll pay salary in lieu of notice period for the aforesaid period wherein salary will not include any incentive or variable pay amounts, if any.

If you wish to terminate this employment by resignation/notice then the company on its sole discretion may decide to waive the required notice period from you without any obligation to pay salary in lieu of full/ remaining notice period or permit you for payment of salary with applicable taxes in lieu of full/remaining notice period or permit you for leave balance adjustment against notice period with applicable taxes and accordingly relieve you prior to completion of the stipulated notice period of 45/90 days as applicable. Also, an employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

b) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement, or any other agreement as signed by you during the course of employment.

On termination of your employment for any reason, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

8) International Assignment & Visa: For business requirements, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training, or knowledge transfer based on the Client's or Company's requirement. In this case, the company will incur considerable costs and expenses in orientation, training, Visa, and necessary arrangements for an employee. On completion of travel, the employee is expected to return to the base location in the home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to the home country or as agreed in the International assignment agreement. An employee on international travel, cannot initiate the separation process during the travel duration. The Employee needs to come back to the home country after completing the assignment and then initiate separation as per Employee Separation Policy, for the company to consider the same as valid resignation and separation.

In the event when an employee does not wish voluntarily to complete the period of six months or as agreed in the International assignment agreement after returning from international travel, the employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages as per the terms of International Assignment &

Visa Policy.

Employee during the course of employment shall abide by all terms & conditions as specified in **International Assignment & Visa Policy**.

9) Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law if required as per business needs. This is subjected to change from time to time as per management discretion.

10) Benefits: You shall be eligible for Group medical insurance, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At YASH; you and your family (spouse & 2 dependent children, if any) will be benefited under **Group Medical Insurance** benefit plan which provides safety net for Rs. **5 Lakh floater cover** & Personal Accidental Insurance. Total cost of this Insurance Benefit is included in your compensation structure under the component name of Insurance Benefit. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

11) Notice Period Buy-Out: If Company specifically requests you to join its services forthwith, the following Stipulations are applicable for Reimbursement of Notice Period Pay:

- The claim should be submitted after completion of one month of service with the company from the date of your joining.
- Mode of payment towards the balance/full amount for the final settlement if any; needs to be made either by DD or by Cheque.
- Leave encashment adjusted against notice period in the final settlement will be paid for earned/privileged leaves only.
- The amount payable will be recoverable along with the Full & Final Settlement in case you leave the services of the company before completion of twelve months from the date of your joining.

The following documents will be required in original for claiming the Notice period buy-out:

- Written communication/written approval from YASH HR.
- Details of Full & Final settlement on your previous company's letterhead / official document in ORIGINAL duly attested by the previous employer.
- In case of balance/full amount payment for final settlement; Photostat copy of DD & receipt of the same from the previous employer **or** photostat copy of cheque & bank statement reflecting the cheque clearance.

12) Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of the recruitment & selection process. The company reserves the right to do employment verification, background verification, and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

13) Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per the policy of the company.

14) Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to the

exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals, or any other courts or authority of whatsoever nature.

15) Rules and Regulations:

- Your appointment will be governed by the policies, rules, regulations, and procedures of YASH Technologies as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of YASH or client you shall abide by the policy and the terms and conditions as applicable thereof.
- Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit, and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.
- The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently, and to the best of ability to perform all responsibilities and ensure results.
- You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual, and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care, or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 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 the prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

16) Non-Compete Agreement: Except on behalf of YASH; you can't work/render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with YASH & for a period of 12 months from the date of leaving the services of the company.

17) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting, and/or related services ("Work") for its End Clients from time to time. The company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or have the opportunity to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under an Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary for the performance of the Work assigned to you).

Employee undertakes and agrees to:

- Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to

manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.

- To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
- Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
- Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
- Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

All global rules and regulations, laws, procedures related to Confidentiality, and Data Protection shall apply to an employee as it is as the same is applicable to the Company in pursuant to the Service Agreement entered with its End Clients. This obligation of Confidentiality and Data Protection shall survive forever even after termination or your resignation with the Company.

In the event, where you will be obligated to disclose any Confidential Information or Personal Identifiable Information as a result of a court order or pursuant to governmental action, then you shall immediately inform the Company within a reasonable time so that the Company or such Individual will get an opportunity to raise the objections to such disclosures of Confidential Information or Personal Identifiable Information to the relevant authority.

Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance, or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information (“PII”)

“Confidential Information” shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names, and addresses of whatsoever nature, trade dress, copyrights, patents (including applications, continuations, reissues, and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client’s trade secrets.

“Personal Identifiable Information” (PII) shall means

- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

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In case of any invention or discovery related to project or otherwise, the underemployment on which you are directly

or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title, and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in India, the United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledges and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty-free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

19) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in Annexure-II. Please note that all documents mentioned in Annexure-II are mandatory & you'll not be allowed to join without them.

20) Acceptance: We request you to go through the offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before the date of joining, whichever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or costs, etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause 15,16 & 17 of this letter will survive even after termination, or cancellation of this offer letter or resignation of the employee.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Ajay Redhu** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____



OFFER LETTER

CONFIDENTIAL

09/27/2021

Arpit Gupta

Dear **ARPIT**,

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee Programmer at Grade T (T)** working in our organization.

You are requested to join us on or before **06/01/2022** .

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**

Laveena Nabar
Authorized Signatory
Human Resources

P.S: Date format to be read as MM/DD/YYYY, print only, if required

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The following are the terms and conditions that refer to our offer of employment to you for the position of **Trainee Programmer**.

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1) Base Location: Your base location shall be **Indore -Crystal IT Park-DC (102)**. Currently, you will be working remotely and/or from home; but can be asked to work from any of the YASH locations, depending upon business requirement, with a notice of 30 days. However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2) Salary & Taxes: You will be entitled to a CTC of **Rs. 600000/- (Rupees Six Lakh only)** on an annual basis, less all required deductions viz., tax on salary, provident fund contribution, ESIC, professional tax, and any other amounts as required by law to be deducted or as per the policies of the YASH Technologies Pvt. Ltd. Please refer to Annexure I for a detailed outline of your CTC structure wherein you may find the eligibility for different heads for you as specified. You would be required to fill the CTC structure at the time of joining.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices, and changes in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of the agreement by you.

3) Training/Probation/Confirmation: You'll be under training cum probation for a period of six months from the date of your joining. Thereafter, based on your performance, management reserves the right to extend the training cum probation period or confirm the appointment with the company. Unless services are confirmed in writing, you will continue to be on training cum probation.

4) Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance, and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trends, company's performance, market situation, and other related factors. Any action arising out of this review is solely at the discretion of the Management.

5) Agreement: You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable, etc. with the Company or with clients of the company when you work for

them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules, and regulations of the Company.

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a) Notice Period:

- **During the training/probation period** your employment can be terminated by the company without any notice and without any obligation to assign a reason. If you wish to terminate this employment you may have to give 45 days written notice.
- **Upon confirmation of services**, employment services can be terminated by giving 90 days written notice by either side. If the company is terminating the employment then it'll pay salary in lieu of notice period for the aforesaid period wherein salary will not include any incentive or variable pay amounts, if any.

If you wish to terminate this employment by resignation/notice then the company on its sole discretion may decide to waive the required notice period from you without any obligation to pay salary in lieu of full/ remaining notice period or permit you for payment of salary with applicable taxes in lieu of full/remaining notice period or permit you for leave balance adjustment against notice period with applicable taxes and accordingly relieve you prior to completion of the stipulated notice period of 45/90 days as applicable. Also, an employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

b) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement, or any other agreement as signed by you during the course of employment.

On termination of your employment for any reason, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

8) International Assignment & Visa: For business requirements, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training, or knowledge transfer based on the Client's or Company's requirement. In this case, the company will incur considerable costs and expenses in orientation, training, Visa, and necessary arrangements for an employee. On completion of travel, the employee is expected to return to the base location in the home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to the home country or as agreed in the International assignment agreement. An employee on international travel, cannot initiate the separation process during the travel duration. The Employee needs to come back to the home country after completing the assignment and then initiate separation as per Employee Separation Policy, for the company to consider the same as valid resignation and separation.

In the event when an employee does not wish voluntarily to complete the period of six months or as agreed in the International assignment agreement after returning from international travel, the employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages as per the terms of International Assignment &

Visa Policy.

Employee during the course of employment shall abide by all terms & conditions as specified in **International Assignment & Visa Policy**.

9) Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law if required as per business needs. This is subjected to change from time to time as per management discretion.

10) Benefits: You shall be eligible for Group medical insurance, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At YASH; you and your family (spouse & 2 dependent children, if any) will be benefited under **Group Medical Insurance** benefit plan which provides safety net for Rs. **5 Lakh floater cover** & Personal Accidental Insurance. Total cost of this Insurance Benefit is included in your compensation structure under the component name of Insurance Benefit. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

11) Notice Period Buy-Out: If Company specifically requests you to join its services forthwith, the following Stipulations are applicable for Reimbursement of Notice Period Pay:

- The claim should be submitted after completion of one month of service with the company from the date of your joining.
- Mode of payment towards the balance/full amount for the final settlement if any; needs to be made either by DD or by Cheque.
- Leave encashment adjusted against notice period in the final settlement will be paid for earned/privileged leaves only.
- The amount payable will be recoverable along with the Full & Final Settlement in case you leave the services of the company before completion of twelve months from the date of your joining.

The following documents will be required in original for claiming the Notice period buy-out:

- Written communication/written approval from YASH HR.
- Details of Full & Final settlement on your previous company's letterhead / official document in ORIGINAL duly attested by the previous employer.
- In case of balance/full amount payment for final settlement; Photostat copy of DD & receipt of the same from the previous employer **or** photostat copy of cheque & bank statement reflecting the cheque clearance.

12) Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of the recruitment & selection process. The company reserves the right to do employment verification, background verification, and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

13) Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per the policy of the company.

14) Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to the

exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals, or any other courts or authority of whatsoever nature.

15) Rules and Regulations:

- Your appointment will be governed by the policies, rules, regulations, and procedures of YASH Technologies as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of YASH or client you shall abide by the policy and the terms and conditions as applicable thereof.
- Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit, and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.
- The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently, and to the best of ability to perform all responsibilities and ensure results.
- You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual, and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care, or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 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 the prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

16) Non-Compete Agreement: Except on behalf of YASH; you can't work/render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with YASH & for a period of 12 months from the date of leaving the services of the company.

17) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting, and/or related services ("Work") for its End Clients from time to time. The company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or have the opportunity to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under an Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary for the performance of the Work assigned to you).

Employee undertakes and agrees to:

- Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to

manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.

- To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
- Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
- Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
- Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

All global rules and regulations, laws, procedures related to Confidentiality, and Data Protection shall apply to an employee as it is as the same is applicable to the Company in pursuant to the Service Agreement entered with its End Clients. This obligation of Confidentiality and Data Protection shall survive forever even after termination or your resignation with the Company.

In the event, where you will be obligated to disclose any Confidential Information or Personal Identifiable Information as a result of a court order or pursuant to governmental action, then you shall immediately inform the Company within a reasonable time so that the Company or such Individual will get an opportunity to raise the objections to such disclosures of Confidential Information or Personal Identifiable Information to the relevant authority.

Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance, or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information (“PII”)

“Confidential Information” shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names, and addresses of whatsoever nature, trade dress, copyrights, patents (including applications, continuations, reissues, and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client’s trade secrets.

“Personal Identifiable Information” (PII) shall means

- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

18) Ownership of Inventions: “Inventions” are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise, the underemployment on which you are directly

or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title, and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in India, the United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledges and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty-free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

19) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in Annexure-II. Please note that all documents mentioned in Annexure-II are mandatory & you'll not be allowed to join without them.

20) Acceptance: We request you to go through the offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before the date of joining, whichever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or costs, etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause 15,16 & 17 of this letter will survive even after termination, or cancellation of this offer letter or resignation of the employee.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Arpit Gupta** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____



OFFER LETTER

CONFIDENTIAL

10/05/2021

Avani Jain

Dear **Avani**,

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee Programmer at Grade T (T)** working in our organization.

You are requested to join us on or before **06/01/2022** .

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**

Laveena Nabar
Authorized Signatory
Human Resources

P.S: Date format to be read as MM/DD/YYYY, print only, if required

Disclaimer: This is a computer-generated document and requires no hand-drawn signature on behalf of the Originator, i.e. YASH TECHNOLOGIES PVT LTD. While acceptance, on this computer-generated Offer Letter/Appointment letter, the Employee understands and accepts the same to be valid electronic communication and a legal understanding of reciprocal obligations between the parties which is legally enforceable within the meaning of the all applicable Acts, rules, and regulations including Information Technology Act 2000, as amended till date, or under any other applicable law governing electronic transactions, for the time being in force.

The following are the terms and conditions that refer to our offer of employment to you for the position of **Trainee Programmer**.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1) Base Location: Your base location shall be **Indore -Crystal IT Park-DC (102)**. Currently, you will be working remotely and/or from home; but can be asked to work from any of the YASH locations, depending upon business requirement, with a notice of 30 days. However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2) Salary & Taxes: You will be entitled to a CTC of **Rs. 600000/- (Rupees Six Lakh only)** on an annual basis, less all required deductions viz., tax on salary, provident fund contribution, ESIC, professional tax, and any other amounts as required by law to be deducted or as per the policies of the YASH Technologies Pvt. Ltd. Please refer to Annexure I for a detailed outline of your CTC structure wherein you may find the eligibility for different heads for you as specified. You would be required to fill the CTC structure at the time of joining.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices, and changes in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of the agreement by you.

3) Training/Probation/Confirmation: You'll be under training cum probation for a period of six months from the date of your joining. Thereafter, based on your performance, management reserves the right to extend the training cum probation period or confirm the appointment with the company. Unless services are confirmed in writing, you will continue to be on training cum probation.

4) Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance, and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trends, company's performance, market situation, and other related factors. Any action arising out of this review is solely at the discretion of the Management.

5) Agreement: You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable, etc. with the Company or with clients of the company when you work for

them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules, and regulations of the Company.

6) Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

7) Termination/Separation: Your employment with the Company can be ceased either by the Company or by you as per below:

a) Notice Period:

- **During the training/probation period** your employment can be terminated by the company without any notice and without any obligation to assign a reason. If you wish to terminate this employment you may have to give 45 days written notice.
- **Upon confirmation of services**, employment services can be terminated by giving 90 days written notice by either side. If the company is terminating the employment then it'll pay salary in lieu of notice period for the aforesaid period wherein salary will not include any incentive or variable pay amounts, if any.

If you wish to terminate this employment by resignation/notice then the company on its sole discretion may decide to waive the required notice period from you without any obligation to pay salary in lieu of full/ remaining notice period or permit you for payment of salary with applicable taxes in lieu of full/remaining notice period or permit you for leave balance adjustment against notice period with applicable taxes and accordingly relieve you prior to completion of the stipulated notice period of 45/90 days as applicable. Also, an employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

b) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement, or any other agreement as signed by you during the course of employment.

On termination of your employment for any reason, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

8) International Assignment & Visa: For business requirements, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training, or knowledge transfer based on the Client's or Company's requirement. In this case, the company will incur considerable costs and expenses in orientation, training, Visa, and necessary arrangements for an employee. On completion of travel, the employee is expected to return to the base location in the home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to the home country or as agreed in the International assignment agreement. An employee on international travel, cannot initiate the separation process during the travel duration. The Employee needs to come back to the home country after completing the assignment and then initiate separation as per Employee Separation Policy, for the company to consider the same as valid resignation and separation.

In the event when an employee does not wish voluntarily to complete the period of six months or as agreed in the International assignment agreement after returning from international travel, the employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages as per the terms of International Assignment &

Visa Policy.

Employee during the course of employment shall abide by all terms & conditions as specified in **International Assignment & Visa Policy**.

9) Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law if required as per business needs. This is subjected to change from time to time as per management discretion.

10) Benefits: You shall be eligible for Group medical insurance, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At YASH; you and your family (spouse & 2 dependent children, if any) will be benefited under **Group Medical Insurance** benefit plan which provides safety net for Rs. **5 Lakh floater cover** & Personal Accidental Insurance. Total cost of this Insurance Benefit is included in your compensation structure under the component name of Insurance Benefit. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

11) Notice Period Buy-Out: If Company specifically requests you to join its services forthwith, the following Stipulations are applicable for Reimbursement of Notice Period Pay:

- The claim should be submitted after completion of one month of service with the company from the date of your joining.
- Mode of payment towards the balance/full amount for the final settlement if any; needs to be made either by DD or by Cheque.
- Leave encashment adjusted against notice period in the final settlement will be paid for earned/privileged leaves only.
- The amount payable will be recoverable along with the Full & Final Settlement in case you leave the services of the company before completion of twelve months from the date of your joining.

The following documents will be required in original for claiming the Notice period buy-out:

- Written communication/written approval from YASH HR.
- Details of Full & Final settlement on your previous company's letterhead / official document in ORIGINAL duly attested by the previous employer.
- In case of balance/full amount payment for final settlement; Photostat copy of DD & receipt of the same from the previous employer **or** photostat copy of cheque & bank statement reflecting the cheque clearance.

12) Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of the recruitment & selection process. The company reserves the right to do employment verification, background verification, and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

13) Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per the policy of the company.

14) Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to the

exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals, or any other courts or authority of whatsoever nature.

15) Rules and Regulations:

- Your appointment will be governed by the policies, rules, regulations, and procedures of YASH Technologies as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of YASH or client you shall abide by the policy and the terms and conditions as applicable thereof.
- Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit, and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.
- The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently, and to the best of ability to perform all responsibilities and ensure results.
- You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual, and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care, or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 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 the prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

16) Non-Compete Agreement: Except on behalf of YASH; you can't work/render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with YASH & for a period of 12 months from the date of leaving the services of the company.

17) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting, and/or related services ("Work") for its End Clients from time to time. The company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or have the opportunity to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under an Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary for the performance of the Work assigned to you).

Employee undertakes and agrees to:

- Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to

manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.

- To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
- Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
- Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
- Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

All global rules and regulations, laws, procedures related to Confidentiality, and Data Protection shall apply to an employee as it is as the same is applicable to the Company in pursuant to the Service Agreement entered with its End Clients. This obligation of Confidentiality and Data Protection shall survive forever even after termination or your resignation with the Company.

In the event, where you will be obligated to disclose any Confidential Information or Personal Identifiable Information as a result of a court order or pursuant to governmental action, then you shall immediately inform the Company within a reasonable time so that the Company or such Individual will get an opportunity to raise the objections to such disclosures of Confidential Information or Personal Identifiable Information to the relevant authority.

Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance, or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information (“PII”)

“Confidential Information” shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names, and addresses of whatsoever nature, trade dress, copyrights, patents (including applications, continuations, reissues, and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client’s trade secrets.

“Personal Identifiable Information” (PII) shall means

- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

18) Ownership of Inventions: “Inventions” are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise, the underemployment on which you are directly

or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title, and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in India, the United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledges and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty-free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

19) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in Annexure-II. Please note that all documents mentioned in Annexure-II are mandatory & you'll not be allowed to join without them.

20) Acceptance: We request you to go through the offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before the date of joining, whichever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or costs, etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause 15,16 & 17 of this letter will survive even after termination, or cancellation of this offer letter or resignation of the employee.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Avani Jain** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____



OFFER LETTER

CONFIDENTIAL

09/27/2021

Hardik Jain

Dear **Hardik**,

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee Programmer at Grade T (T)** working in our organization.

You are requested to join us on or before **06/01/2022** .

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**

Laveena Nabar
Authorized Signatory
Human Resources

P.S: Date format to be read as MM/DD/YYYY, print only, if required

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1) Base Location: Your base location shall be **Indore -Crystal IT Park-DC (102)**. Currently, you will be working remotely and/or from home; but can be asked to work from any of the YASH locations, depending upon business requirement, with a notice of 30 days. However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2) Salary & Taxes: You will be entitled to a CTC of **Rs. 600000/- (Rupees Six Lakh only)** on an annual basis, less all required deductions viz., tax on salary, provident fund contribution, ESIC, professional tax, and any other amounts as required by law to be deducted or as per the policies of the YASH Technologies Pvt. Ltd. Please refer to Annexure I for a detailed outline of your CTC structure wherein you may find the eligibility for different heads for you as specified. You would be required to fill the CTC structure at the time of joining.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices, and changes in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of the agreement by you.

3) Training/Probation/Confirmation: You'll be under training cum probation for a period of six months from the date of your joining. Thereafter, based on your performance, management reserves the right to extend the training cum probation period or confirm the appointment with the company. Unless services are confirmed in writing, you will continue to be on training cum probation.

4) Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance, and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trends, company's performance, market situation, and other related factors. Any action arising out of this review is solely at the discretion of the Management.

5) Agreement: You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable, etc. with the Company or with clients of the company when you work for

them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules, and regulations of the Company.

6) Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

7) Termination/Separation: Your employment with the Company can be ceased either by the Company or by you as per below:

a) Notice Period:

- **During the training/probation period** your employment can be terminated by the company without any notice and without any obligation to assign a reason. If you wish to terminate this employment you may have to give 45 days written notice.
- **Upon confirmation of services**, employment services can be terminated by giving 90 days written notice by either side. If the company is terminating the employment then it'll pay salary in lieu of notice period for the aforesaid period wherein salary will not include any incentive or variable pay amounts, if any.

If you wish to terminate this employment by resignation/notice then the company on its sole discretion may decide to waive the required notice period from you without any obligation to pay salary in lieu of full/ remaining notice period or permit you for payment of salary with applicable taxes in lieu of full/remaining notice period or permit you for leave balance adjustment against notice period with applicable taxes and accordingly relieve you prior to completion of the stipulated notice period of 45/90 days as applicable. Also, an employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

b) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement, or any other agreement as signed by you during the course of employment.

On termination of your employment for any reason, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

8) International Assignment & Visa: For business requirements, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training, or knowledge transfer based on the Client's or Company's requirement. In this case, the company will incur considerable costs and expenses in orientation, training, Visa, and necessary arrangements for an employee. On completion of travel, the employee is expected to return to the base location in the home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to the home country or as agreed in the International assignment agreement. An employee on international travel, cannot initiate the separation process during the travel duration. The Employee needs to come back to the home country after completing the assignment and then initiate separation as per Employee Separation Policy, for the company to consider the same as valid resignation and separation.

In the event when an employee does not wish voluntarily to complete the period of six months or as agreed in the International assignment agreement after returning from international travel, the employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages as per the terms of International Assignment &

Visa Policy.

Employee during the course of employment shall abide by all terms & conditions as specified in **International Assignment & Visa Policy**.

9) Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law if required as per business needs. This is subjected to change from time to time as per management discretion.

10) Benefits: You shall be eligible for Group medical insurance, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At YASH; you and your family (spouse & 2 dependent children, if any) will be benefited under **Group Medical Insurance** benefit plan which provides safety net for Rs. **5 Lakh floater cover** & Personal Accidental Insurance. Total cost of this Insurance Benefit is included in your compensation structure under the component name of Insurance Benefit. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

11) Notice Period Buy-Out: If Company specifically requests you to join its services forthwith, the following Stipulations are applicable for Reimbursement of Notice Period Pay:

- The claim should be submitted after completion of one month of service with the company from the date of your joining.
- Mode of payment towards the balance/full amount for the final settlement if any; needs to be made either by DD or by Cheque.
- Leave encashment adjusted against notice period in the final settlement will be paid for earned/privileged leaves only.
- The amount payable will be recoverable along with the Full & Final Settlement in case you leave the services of the company before completion of twelve months from the date of your joining.

The following documents will be required in original for claiming the Notice period buy-out:

- Written communication/written approval from YASH HR.
- Details of Full & Final settlement on your previous company's letterhead / official document in ORIGINAL duly attested by the previous employer.
- In case of balance/full amount payment for final settlement; Photostat copy of DD & receipt of the same from the previous employer **or** photostat copy of cheque & bank statement reflecting the cheque clearance.

12) Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of the recruitment & selection process. The company reserves the right to do employment verification, background verification, and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

13) Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per the policy of the company.

14) Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to the

exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals, or any other courts or authority of whatsoever nature.

15) Rules and Regulations:

- Your appointment will be governed by the policies, rules, regulations, and procedures of YASH Technologies as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of YASH or client you shall abide by the policy and the terms and conditions as applicable thereof.
- Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit, and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.
- The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently, and to the best of ability to perform all responsibilities and ensure results.
- You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual, and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care, or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 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 the prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

16) Non-Compete Agreement: Except on behalf of YASH; you can't work/render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with YASH & for a period of 12 months from the date of leaving the services of the company.

17) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting, and/or related services ("Work") for its End Clients from time to time. The company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or have the opportunity to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under an Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary for the performance of the Work assigned to you).

Employee undertakes and agrees to:

- Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to

manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.

- To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
- Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
- Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
- Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

All global rules and regulations, laws, procedures related to Confidentiality, and Data Protection shall apply to an employee as it is as the same is applicable to the Company in pursuant to the Service Agreement entered with its End Clients. This obligation of Confidentiality and Data Protection shall survive forever even after termination or your resignation with the Company.

In the event, where you will be obligated to disclose any Confidential Information or Personal Identifiable Information as a result of a court order or pursuant to governmental action, then you shall immediately inform the Company within a reasonable time so that the Company or such Individual will get an opportunity to raise the objections to such disclosures of Confidential Information or Personal Identifiable Information to the relevant authority.

Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance, or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information (“PII”)

“Confidential Information” shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names, and addresses of whatsoever nature, trade dress, copyrights, patents (including applications, continuations, reissues, and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client’s trade secrets.

“Personal Identifiable Information” (PII) shall means

- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

18) Ownership of Inventions: “Inventions” are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise, the underemployment on which you are directly

or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title, and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in India, the United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledges and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty-free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

19) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in Annexure-II. Please note that all documents mentioned in Annexure-II are mandatory & you'll not be allowed to join without them.

20) Acceptance: We request you to go through the offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before the date of joining, whichever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or costs, etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause 15,16 & 17 of this letter will survive even after termination, or cancellation of this offer letter or resignation of the employee.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Hardik Jain** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____

1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1390690/3.0

Confidential

Sep 10, 2021

Priyanshi Malviya
B-7/3
Mahakal Vanijya Kendra
Ujjain

Dear Priyanshi,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:**Salary -**

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **September 23, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Medclaim Insurance Policy

Mediclaime Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at apoorva_kambli@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter. Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process. I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **Sep 10, 2021**Grade: **3.0**Location: **Pune**Name: **Priyanshi Malviya**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		31,778
	Total for the year [M * 12] [A]		381,336
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		43,008
III	Annual Component		
	Provision for your gratuity [C]	4%	5,664
	Annual Gross Salary [A + B + C]		430,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		471,008

Yours sincerely,

For Persistent Systems

Kalpna Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance
- Personal Accident
- Medclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Accept the offer ▼



30 December,2021

Mr. Saif Khan

Email id: urrahmankhansaif@gmail.com | Phone no: 6267132879

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Saif Khan,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Framework Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **10 January,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 10 January,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



vi. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

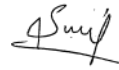
Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)



Agreed and Accepted
(Saif Khan)

Reference: Persistent/Campus/1385039/3.0

Confidential

Sep 09, 2021

Sheikh Gufran
Ghaspura Buland Kuwa Masjid ke pass vard No.14
Khandwa

Dear Sheikh,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.

- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.

- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **September 21, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of your joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer. During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at **apoorva_kambli@persistent.com** one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune
Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,
For Persistent Systems
Kalpna Kudlingar
Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.
Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.
I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)

Date: **Sep 09, 2021**
 Grade: **3,0**
 Location: **Pune**
 Name: **Sheikh Gufran**
 Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		31,778
	Total for the year [M * 12] [A]		381,336
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		43,008
III	Annual Component		
	Provision for your gratuity [C]	4%	5,664
	Annual Gross Salary [A + B + C]		430,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		471,008

Yours sincerely,
 For Persistent Systems
Kalpana Kudlingar
 Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
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 - Long leave
 - Compensatory-Off
- Paid Holidays
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- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance

- Personal Accident

- Medclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

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You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal. Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80



05-Jan-2022

Sangeeta Mukherjee
B.E. Electronics & Communication Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Sangeeta Mukherjee,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



Reference: Persistent/Campus/1388784/3.0

Confidential

Sep 10, 2021

Gaurav Kumrawat
663 Dutta Nagar
Rajendra Nagar
Indore

Dear Gaurav,

Subject:Your Appointment as Software Engineer

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering – Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary –

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008**. A detailed break up of your salary is given in 'Annexure–A'.

Statutory Bonus / Ex–Gratia Payment

You will be eligible for a Statutory Bonus / Ex–Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break–up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex–Gratia amount mentioned in the Salary Break–up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex–gratia' in the 'Salary break–up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

CPB – Company Performance Bonus(as per the Company policy)

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay:

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms

1. Acceptance of Offer

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **September 23, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at **apoorva_kambli@persistent.com** one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.

Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure A)Date: **Sep 10, 2021**Grade: **3.0**Location: **Pune**Name: **Gaurav Kumrawat**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		31,778
	Total for the year [M * 12] [A]		381,336
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		43,008
III	Annual Component		
	Provision for your gratuity [C]	4%	5,664
	Annual Gross Salary [A + B + C]		430,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		471,008

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head – Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure – A", Persistent provides the following benefits, as applicable/ as per company policy

- Leaves
 - ◆ Privileged Leaves (PL) – 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - ◆ Maternity Leave (ML) – As statutory requirement
 - ◆ Paternity Leave (PAL) – 5 Days
 - ◆ Child Adoption Leave (CAL) – 10 Days
 - ◆ Study Leave (STL)
 - ◆ Long leave
 - ◆ Compensatory–Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check–up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In–house Sports Facility
- Doctor on premises

****Food**

– Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance
- Personal Accident
- Medisclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure C Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal. Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.



Date: 03-Jan-2022

To,
Akshay Tiwari
House no- B/20, Civil Line, Bhalumada , Kotma Colliery
Ward no- 14, Distt- Anuppur - 484336

Dear **Akshay Tiwari**,

Pursuant to our discussions, **Intellicus Technologies Pvt. Ltd.** is pleased to make you an offer of employment as **Project Trainee** at grade **X** starting on **06-Jan-2022**.
Your Stipend will be INR **10000/-** 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 **500000 LPA**.

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.

The Company reserves the right to withdraw this offer of employment without any obligation whatsoever, in the event that it presume or suspect or determines or believes that any commercial or

Intellicus Technologies Pvt Ltd

CIN: U31200MP2004PTC016665

SEZ - INDORE Unit I, 4-C, Third Floor, STP-II, Crystal IT Park, Ring Road, Indore, 452001, (M.P.) INDIA

Regd. Office: 1st Floor, Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India.

Phone: +91.731.4267669, Fax: +91.731.4071256

intellicus

contractual or other obligation may limit ability of company to engage the candidate in business activities of the Company.

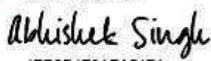
You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your attorneys and accountants, for seeking their advice) without our prior written consent.

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

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,

DocuSigned by:

4EFEB4E9AEAS4F4
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 Intellicus Technologies 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:

Intellicus Technologies Pvt Ltd

CIN: U31200MP2004PTC016665

SEZ - INDORE Unit I, 4-C, Third Floor, STP-II, Crystal IT Park, Ring Road, Indore, 452001, (M.P.) INDIA

Regd. Office: 1st Floor, Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India.

Phone: +91.731.4267669, Fax: +91.731.4071256



OFFER LETTER

CONFIDENTIAL

09/27/2021

Hritik Sahu

Dear **Hritik**,

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee Programmer at Grade T (T)** working in our organization.

You are requested to join us on or before **06/01/2022** .

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**

Laveena Nabar
Authorized Signatory
Human Resources

P.S: Date format to be read as MM/DD/YYYY, print only, if required

Disclaimer: This is a computer-generated document and requires no hand-drawn signature on behalf of the Originator, i.e. YASH TECHNOLOGIES PVT LTD. While acceptance, on this computer-generated Offer Letter/Appointment letter, the Employee understands and accepts the same to be valid electronic communication and a legal understanding of reciprocal obligations between the parties which is legally enforceable within the meaning of the all applicable Acts, rules, and regulations including Information Technology Act 2000, as amended till date, or under any other applicable law governing electronic transactions, for the time being in force.

The following are the terms and conditions that refer to our offer of employment to you for the position of **Trainee Programmer**.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1) Base Location: Your base location shall be **Indore -Crystal IT Park-DC (102)**. Currently, you will be working remotely and/or from home; but can be asked to work from any of the YASH locations, depending upon business requirement, with a notice of 30 days. However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2) Salary & Taxes: You will be entitled to a CTC of **Rs. 600000/- (Rupees Six Lakh only)** on an annual basis, less all required deductions viz., tax on salary, provident fund contribution, ESIC, professional tax, and any other amounts as required by law to be deducted or as per the policies of the YASH Technologies Pvt. Ltd. Please refer to Annexure I for a detailed outline of your CTC structure wherein you may find the eligibility for different heads for you as specified. You would be required to fill the CTC structure at the time of joining.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices, and changes in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of the agreement by you.

3) Training/Probation/Confirmation: You'll be under training cum probation for a period of six months from the date of your joining. Thereafter, based on your performance, management reserves the right to extend the training cum probation period or confirm the appointment with the company. Unless services are confirmed in writing, you will continue to be on training cum probation.

4) Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance, and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trends, company's performance, market situation, and other related factors. Any action arising out of this review is solely at the discretion of the Management.

5) Agreement: You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable, etc. with the Company or with clients of the company when you work for

them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules, and regulations of the Company.

6) Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

7) Termination/Separation: Your employment with the Company can be ceased either by the Company or by you as per below:

a) Notice Period:

- **During the training/probation period** your employment can be terminated by the company without any notice and without any obligation to assign a reason. If you wish to terminate this employment you may have to give 45 days written notice.
- **Upon confirmation of services**, employment services can be terminated by giving 90 days written notice by either side. If the company is terminating the employment then it'll pay salary in lieu of notice period for the aforesaid period wherein salary will not include any incentive or variable pay amounts, if any.

If you wish to terminate this employment by resignation/notice then the company on its sole discretion may decide to waive the required notice period from you without any obligation to pay salary in lieu of full/ remaining notice period or permit you for payment of salary with applicable taxes in lieu of full/remaining notice period or permit you for leave balance adjustment against notice period with applicable taxes and accordingly relieve you prior to completion of the stipulated notice period of 45/90 days as applicable. Also, an employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

b) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement, or any other agreement as signed by you during the course of employment.

On termination of your employment for any reason, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

8) International Assignment & Visa: For business requirements, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training, or knowledge transfer based on the Client's or Company's requirement. In this case, the company will incur considerable costs and expenses in orientation, training, Visa, and necessary arrangements for an employee. On completion of travel, the employee is expected to return to the base location in the home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to the home country or as agreed in the International assignment agreement. An employee on international travel, cannot initiate the separation process during the travel duration. The Employee needs to come back to the home country after completing the assignment and then initiate separation as per Employee Separation Policy, for the company to consider the same as valid resignation and separation.

In the event when an employee does not wish voluntarily to complete the period of six months or as agreed in the International assignment agreement after returning from international travel, the employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages as per the terms of International Assignment &

Visa Policy.

Employee during the course of employment shall abide by all terms & conditions as specified in **International Assignment & Visa Policy**.

9) Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law if required as per business needs. This is subjected to change from time to time as per management discretion.

10) Benefits: You shall be eligible for Group medical insurance, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At YASH; you and your family (spouse & 2 dependent children, if any) will be benefited under **Group Medical Insurance** benefit plan which provides safety net for Rs. **5 Lakh floater cover** & Personal Accidental Insurance. Total cost of this Insurance Benefit is included in your compensation structure under the component name of Insurance Benefit. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

11) Notice Period Buy-Out: If Company specifically requests you to join its services forthwith, the following Stipulations are applicable for Reimbursement of Notice Period Pay:

- The claim should be submitted after completion of one month of service with the company from the date of your joining.
- Mode of payment towards the balance/full amount for the final settlement if any; needs to be made either by DD or by Cheque.
- Leave encashment adjusted against notice period in the final settlement will be paid for earned/privileged leaves only.
- The amount payable will be recoverable along with the Full & Final Settlement in case you leave the services of the company before completion of twelve months from the date of your joining.

The following documents will be required in original for claiming the Notice period buy-out:

- Written communication/written approval from YASH HR.
- Details of Full & Final settlement on your previous company's letterhead / official document in ORIGINAL duly attested by the previous employer.
- In case of balance/full amount payment for final settlement; Photostat copy of DD & receipt of the same from the previous employer **or** photostat copy of cheque & bank statement reflecting the cheque clearance.

12) Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of the recruitment & selection process. The company reserves the right to do employment verification, background verification, and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

13) Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per the policy of the company.

14) Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to the

exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals, or any other courts or authority of whatsoever nature.

15) Rules and Regulations:

- Your appointment will be governed by the policies, rules, regulations, and procedures of YASH Technologies as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of YASH or client you shall abide by the policy and the terms and conditions as applicable thereof.
- Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit, and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.
- The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently, and to the best of ability to perform all responsibilities and ensure results.
- You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual, and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care, or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 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 the prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

16) Non-Compete Agreement: Except on behalf of YASH; you can't work/render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with YASH & for a period of 12 months from the date of leaving the services of the company.

17) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting, and/or related services ("Work") for its End Clients from time to time. The company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or have the opportunity to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under an Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary for the performance of the Work assigned to you).

Employee undertakes and agrees to:

- Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to

manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.

- To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
- Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
- Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
- Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

All global rules and regulations, laws, procedures related to Confidentiality, and Data Protection shall apply to an employee as it is as the same is applicable to the Company in pursuant to the Service Agreement entered with its End Clients. This obligation of Confidentiality and Data Protection shall survive forever even after termination or your resignation with the Company.

In the event, where you will be obligated to disclose any Confidential Information or Personal Identifiable Information as a result of a court order or pursuant to governmental action, then you shall immediately inform the Company within a reasonable time so that the Company or such Individual will get an opportunity to raise the objections to such disclosures of Confidential Information or Personal Identifiable Information to the relevant authority.

Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance, or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information (“PII”)

“Confidential Information” shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names, and addresses of whatsoever nature, trade dress, copyrights, patents (including applications, continuations, reissues, and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client’s trade secrets.

“Personal Identifiable Information” (PII) shall means

- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

18) Ownership of Inventions: “Inventions” are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise, the underemployment on which you are directly

or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title, and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in India, the United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledges and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty-free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

19) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in Annexure-II. Please note that all documents mentioned in Annexure-II are mandatory & you'll not be allowed to join without them.

20) Acceptance: We request you to go through the offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before the date of joining, whichever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or costs, etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause 15,16 & 17 of this letter will survive even after termination, or cancellation of this offer letter or resignation of the employee.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Hritik Sahu** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

December 23, 2021

CONFIDENTIAL

Akash Jain
203 Anshi Enclave Bengali square
Indore, Madhya Pradesh 452016

Dear Akash:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Technology Solutions Associate - Intern in our Business Technology group, to be based in our Pune office with a start date of January 3, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of January 3, 2022. The internship will last till June 30, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until December 31, 2021.

The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.


We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,



Tarun Pandey
Office Managing Principal

Signature: 
A866EA4E5454434...

Name as it appears on PAN card or passport: 

Date Signed: 24-Dec-2021 | 11:01 AM CST

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
Meal Allowance (ZS will provide a meal allowance of INR 5500 per month, through payroll)	66,000
Retirals	10,000
Gratuity - payable on completing 5 years of continuous service with ZS India Private Limited as per the Payment of Gratuity Act 1972 (first year's provision)	
Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.



November 15, 2021

Aman Pandey

Dear Aman,

We are pleased to offer you the position of **Intern** for a period of **25 weeks**. You will report to **Sumit Jayaswal, Manager, Engineering**.

Intern Salary: Your intern fee is **INR 50,000** per month, payable on a monthly basis on the last working day of the month.

The base salary and On Target Earnings (if you are on a sales commission plan) provided in this offer letter is dependent upon your work location where you will perform your job duties as described in your Employment Contract. If you request to change your primary work location, you must first receive VMware approval in accordance with company policies. If you receive approval and relocate to another location, then your compensation and benefit arrangements will be re-evaluated and subject to change in accordance with VMware policies and applicable law.

Stipend: VMware has retained Altair Global, a relocation management firm to help with a stipend payment that is intended for you to use at your discretion. Your Altair consultant will be your primary point of coordination for your stipend payment and addressing your questions; they will reach out to you sixty (60) days prior to your start date to get the payment process started.

Non-Contractual Benefits: Our Company from time to time establishes programs which may provide you with benefit which are not part of this agreement. Such programs may be amended, suspended or discontinued at the company's sole discretion.

Termination: During the period of internship agreement, either party may terminate this agreement by giving one (1) month notice in writing or intern fee in-lieu of notice period if required.

Accident Insurance Cover: During the period of your internship, you will be covered under the Accident Insurance policy, as per the Company norms.

E-Signature – Validity and Counterparts: Both You and the Company agree that the electronic (digital and/or encrypted) signatures of either party included in this Agreement is intended to authenticate their due consent to this agreement (including its annexures and exhibits) in writing and to have the same force and effect as original signatures by hand and accordingly, this Agreement may be executed by electronic signature and shall be considered as an original signature by hand for all purposes. Delivery of a copy of this Agreement (including its annexures and exhibits) or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission or by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

We welcome you and look forward to working with you. To indicate your acceptance, kindly sign a copy of this letter and return it to us as soon as possible.



The terms and conditions of internship are set out in this letter.

Best regards,

A handwritten signature in black ink that reads "Teena Gomes".

Teena Gomes,
Director, Regional HR Services

Agreed to and Accepted:

Aman Pandey

Nov 16, 2021

Signature

Date



November 15, 2021

Dear

Additional Employment Terms– Future of Work For A Remote Worker

As you are aware, VMware, Inc. and VMware Group Companies (as defined in the Employment Agreement, or if this term is undefined, VMware Group Companies means any subsidiary, holding company or parent company of VMware, Inc. or any subsidiary thereof or company within the VMware group of companies) (collectively referred to in this Letter as 'VMware') are seeking to implement its distributed working philosophy globally. As a result, VMware Software India Private Limited (the "Company" or "we" or "us") is proposing to make certain changes to the terms of your employment to reflect the fact that following the commencement of your employment with us, you will be designated as a **Remote** worker, as set out in this contract variation letter ('Letter'):

1. Introduction

1.1 You are employed by the Company pursuant to the employment agreement which accompanies this Letter (the "Employment Agreement").

1.2 The terms set forth in this Letter:

1.2.1 Will apply to your employment with the Company and any terms relating to the matters contained within this Letter in the Employment Agreement will be varied accordingly to the extent provided for in this Letter;

1.2.2 Shall be read in conjunction with VMware's Global Distributed Work Policy (the 'Policy'), which is non-contractual and subject to amendment or withdrawal at VMware's sole discretion. The Policy sets out additional information in relation to **Remote** working (as defined in section 1.1 of the Policy) that is imperative to the conduct of your role. You agree that you have read, understood and will comply with the terms of the Policy and you understand that failure to do so may result in disciplinary action being taken in respect of your employment including, but not limited to, termination of employment; and

1.2.3 Are subject always to any extenuating circumstances outside of the Company's control which necessitate alternative working arrangements, including Government and Authority requirements, guidance or directions.

1.3 For the avoidance of doubt, in the event of any conflict between the Employment Agreement and the terms in this Letter, the terms in this Letter, to the extent that they vary the terms in the Employment Agreement, shall prevail.

2. Scope

2.1 For the purposes of the Policy, you will be designated as a **Remote** employee.

2.2 The terms of this Letter will be effective from the commencement date set out in your Employment Agreement and until amended or terminated in accordance with clause 9 of this Letter or as otherwise agreed in writing between you and the Company.



3. Place of Work

3.1 In accordance with the Policy, you will work from any suitable location for the proper performance of your duties. You shall communicate the primary location of any such work to the Company, currently via Workday as your “Home Contact Information” address. You are required to keep the primary location of your work in Workday up to date.

The Company reserves the right, on reasonable notice, to vary your primary location of work on a temporary or permanent basis. You may be required from time to time to visit and work at such other locations, including VMware sites, and for such times as the Company and/or your manager considers necessary for the proper performance of your duties. You understand and agree that you will be required to attend a VMware premises as and when business needs dictate such attendance.

3.2 The location where you perform your duties is required to be in **Indore** unless an alternative arrangement is specifically agreed in writing with the Company.

3.3 You are required to inform the Company as soon as possible if you plan to change your primary residence and you understand and agree that it is your responsibility to keep the Company updated in respect of your primary residence. You understand and agree that any failure to promptly disclose a change in your primary residence could result in disciplinary action including, but not limited to, termination of your employment. Where you plan to change your primary residence for any reason you are required to request prior approval for the continuation of the **Remote** arrangement, or to seek an alternative working arrangement, in advance of you moving to the new primary residence. In such circumstances, the Company reserves the right to determine that the existing **Remote** arrangement is consequently no longer appropriate, or to decline your proposed alternative arrangement, and require you to change to a working arrangement that is suitable to business needs and end your **Remote** arrangement. You may be asked to sign a new document setting out any revisions to your existing arrangement.

3.4 You confirm that you are not in breach of any covenant or agreement when working from your primary residence. You confirm that where relevant, you have obtained all required employment and/or visa approvals from the relevant government authorities to enable you to work with the Company.

3.5 If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.

4. Hours of Work

4.1 Your normal hours of work are set out in your Employment Agreement. You may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.

4.2 Where applicable, you are required to accurately record and report all hours worked in the normal way and in accordance with your Employment Agreement, the Company’s and VMware’s policies, and/or legal requirement.

4.3 You are responsible for regulating your own working time and taking necessary breaks as required by law. If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.



5. Salary

5.1 You acknowledge and agree that your pay may vary in accordance with the terms of VMware's Compensation and Mobility Policy for Employee Requested Moves and any other relevant VMware or Company policy relating to pay zones (as in force and amended from time to time in VMware's sole discretion, "Pay Zone Policies"). As such, the Company reserves the right to adjust your pay in future in accordance with the Pay Zone Policies and applicable local law.

6. Confidentiality, Data Protection and Intellectual Property

6.1 All existing Confidentiality, Data Protection, Data Security and Intellectual Property obligations that you owe to the Company and VMware and where contained in the Employment Agreement or otherwise (including, but not limited to, in the Global Data Privacy Policy and the Acceptable Use Policy) remain unaffected by this Letter and are re-iterated in their entirety. You must read these policies and ensure that you comply with them in carrying out your work.

6.2 You are reminded of your obligation to notify the Information Security Operations Center (SOC@vmware.com) immediately upon becoming aware of a data breach.

7. Health and Safety

7.1 You agree to comply with all applicable health and safety laws as well as guidelines, instructions and/or policies which the Company or VMware may give to you from time to time (including the applicable terms of the Policy) and to complete without delay all health and safety risk assessments/questionnaires and/or trainings that the Company may send to you from time to time. Subject to applicable law, you are expected to take ownership of your safety and are encouraged and empowered to report any health and safety concerns to the Health & Safety Team (health_safety@vmware.com) or your manager.

8. Policies

8.1 You agree to continue to comply with all non-contractual Company and VMware policies, including (but not limited to) the Policy, Respectful Workplace Policy, Global Data Privacy Policy, Acceptable Use Policy, Compensation and Mobility Policy, Global Business Conduct Guidelines, Information Security Policies, and any other policies extended to you in your Employment Agreement or otherwise made available to you by the Company or VMware, all from time to time in force and which are available from the VMware Source Page. You must read these policies and ensure that you comply with them in carrying out your work. You understand and agree that any failure to comply with such policies could result in disciplinary action including, but not limited to, termination of your employment.



9. Termination of Remote working

9.1 If at any time the Company, in its reasonable judgement, considers **Remote** working arrangements to be unsatisfactory or the requirements of your work change such that **Remote** working is no longer appropriate, in light of the Company's business needs, the Company may at its reasonable discretion give you reasonable notice, or may immediately in exceptional business circumstances, terminate and/or change your **Remote** working arrangement to a different work arrangement, to a reasonable extent as business needs may justify.

9.2 On reasonable notice, you may request to change your current arrangement as a **Remote** worker to a different work arrangement and to end **Remote** working subject to Company approval, which shall be exercised reasonably and in accordance with business resources at the applicable time and the Company's policies. The Company may, at its sole discretion, consider your request however the Company shall not be under an obligation to change or end your **Remote** working arrangement based on your request.

10. Monitoring

10.1 Subject to applicable law, the Company reserves the right to monitor your working time and the use of Company and VMware information and information systems in accordance with the VMware Acceptable Use Policy.

11. Right to Enter

11.1 You consent to the Company's representatives, at reasonable times and on reasonable notice, entering your primary residence to:

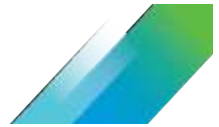
- 11.1.1 install, inspect, replace, repair, maintain or service Company property during your employment;
- 11.1.2 carry out health and safety risk assessments of Company property and your workstation during your employment; and
- 11.1.3 recover Company property on or after termination of your employment.

12. Miscellaneous

12.1 The changes to the Employment Agreement as set out above will be permanent changes to your terms and conditions of employment. You will have no right to revert back to your previous working pattern unless permitted by the Company in accordance with clause 9.2 above.

12.2 You agree to immediately return any property belonging to the Company or VMware on termination of your employment (howsoever arising) and the Company reserves its right, where permitted by applicable law, to deduct from your salary, or any other sums owed to you, any equivalent monies owed to the Company or VMware for failure to return any such property.

12.3 Unless explicitly varied by the terms of this Letter, all other terms and conditions set forth in the Employment Agreement will remain valid and unaffected by these changes.



12.4 This Letter and your Employment Agreement (and any amendments or documents referred to in it) constitutes the entire agreement between you and the Company and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between you and the Company, whether written or oral, relating to its subject matter.

If you agree to these changes to your Employment Agreement, please indicate your acceptance by e-signing this document along with the offer Letter.

If you have any questions, please contact apachrss@vmware.com.

Yours sincerely,

A handwritten signature in black ink that reads "Teena Gomes".

Teena Gomes
Director, Regional HR Services

For and on behalf of the Company

I agree that my Employment Agreement shall be varied by the revised terms and conditions set out in this Letter.

Signature: *Aman Pandey*

Employee Printed Name: Aman Pandey

Date: Nov 16, 2021



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

December 23, 2021

CONFIDENTIAL

Divyansh sahu
Bungalow no 10, Quater no 19 Geetabhawan, Indpre
Indore, Madhya Pradesh 452001

Dear Divyansh:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Technology Solutions Associate - Intern in our Business Technology group, to be based in our Pune office with a start date of January 3, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of January 3, 2022. The internship will last till June 30, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until December 31, 2021.

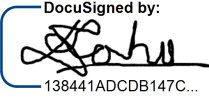
The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.


We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,



Tarun Pandey
Office Managing Principal

Signature: 
138441ADCDB147C...

Name as it appears on PAN card or passport: 

Date Signed: 23-Dec-2021 | 9:20 AM CST

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
Meal Allowance (ZS will provide a meal allowance of INR 5500 per month, through payroll)	66,000
Retirals	10,000
Gratuity - payable on completing 5 years of continuous service with ZS India Private Limited as per the Payment of Gratuity Act 1972 (first year's provision)	
Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.

1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1387176/3.0

Confidential

Sep 10, 2021

Kshitij Prakhar
B-199 Amlohri Project(N.C.L)
Amlori Colony, Distt. Singrauli
Singrauli

Dear Kshitij,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **September 23, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Medclaim Insurance Policy

Mediclaime Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at **apoorva_kambli@persistent.com** one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i.Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter. Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process. I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **Sep 10, 2021**Grade: **3.0**Location: **Pune**Name: **Kshitij Prakhar**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		31,778
	Total for the year [M * 12] [A]		381,336
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		43,008
III	Annual Component		
	Provision for your gratuity [C]	4%	5,664
	Annual Gross Salary [A + B + C]		430,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		471,008

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance
- Personal Accident
- Medclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009
CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

 ▾



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

December 23, 2021

CONFIDENTIAL

Tanishq Khare
167
Subhash Ganj
Jhansi, Uttar Pradesh 284002

Dear Tanishq:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Operations Associate - Intern in our Business Operations group, to be based in our Pune office with a start date of January 3, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of January 3, 2022. The internship will last till June 30, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until December 31, 2021.

The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.


We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,



Tarun Pandey
Office Managing Principal

Signature: 

Name as it appears on PAN card or passport: 

Date Signed: 24-Dec-2021 | 10:47 AM CST

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
Meal Allowance (ZS will provide a meal allowance of INR 5500 per month, through payroll)	66,000
Retirals	10,000
Gratuity - payable on completing 5 years of continuous service with ZS India Private Limited as per the Payment of Gratuity Act 1972 (first year's provision)	
Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.



OFFER LETTER

CONFIDENTIAL

10/05/2021

Aastha Chouksey

Dear **Aastha**,

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee Programmer at Grade T (T)** working in our organization.

You are requested to join us on or before **06/01/2022** .

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**

Laveena Nabar
Authorized Signatory
Human Resources

P.S: Date format to be read as MM/DD/YYYY, print only, if required

Disclaimer: This is a computer-generated document and requires no hand-drawn signature on behalf of the Originator, i.e. YASH TECHNOLOGIES PVT LTD. While acceptance, on this computer-generated Offer Letter/Appointment letter, the Employee understands and accepts the same to be valid electronic communication and a legal understanding of reciprocal obligations between the parties which is legally enforceable within the meaning of the all applicable Acts, rules, and regulations including Information Technology Act 2000, as amended till date, or under any other applicable law governing electronic transactions, for the time being in force.

The following are the terms and conditions that refer to our offer of employment to you for the position of **Trainee Programmer**.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1) Base Location: Your base location shall be **Indore -Crystal IT Park-DC (102)**. Currently, you will be working remotely and/or from home; but can be asked to work from any of the YASH locations, depending upon business requirement, with a notice of 30 days. However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2) Salary & Taxes: You will be entitled to a CTC of **Rs. 600000/- (Rupees Six Lakh only)** on an annual basis, less all required deductions viz., tax on salary, provident fund contribution, ESIC, professional tax, and any other amounts as required by law to be deducted or as per the policies of the YASH Technologies Pvt. Ltd. Please refer to Annexure I for a detailed outline of your CTC structure wherein you may find the eligibility for different heads for you as specified. You would be required to fill the CTC structure at the time of joining.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices, and changes in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of the agreement by you.

3) Training/Probation/Confirmation: You'll be under training cum probation for a period of six months from the date of your joining. Thereafter, based on your performance, management reserves the right to extend the training cum probation period or confirm the appointment with the company. Unless services are confirmed in writing, you will continue to be on training cum probation.

4) Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance, and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trends, company's performance, market situation, and other related factors. Any action arising out of this review is solely at the discretion of the Management.

5) Agreement: You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable, etc. with the Company or with clients of the company when you work for

them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules, and regulations of the Company.

6) Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

7) Termination/Separation: Your employment with the Company can be ceased either by the Company or by you as per below:

a) Notice Period:

- **During the training/probation period** your employment can be terminated by the company without any notice and without any obligation to assign a reason. If you wish to terminate this employment you may have to give 45 days written notice.
- **Upon confirmation of services**, employment services can be terminated by giving 90 days written notice by either side. If the company is terminating the employment then it'll pay salary in lieu of notice period for the aforesaid period wherein salary will not include any incentive or variable pay amounts, if any.

If you wish to terminate this employment by resignation/notice then the company on its sole discretion may decide to waive the required notice period from you without any obligation to pay salary in lieu of full/ remaining notice period or permit you for payment of salary with applicable taxes in lieu of full/remaining notice period or permit you for leave balance adjustment against notice period with applicable taxes and accordingly relieve you prior to completion of the stipulated notice period of 45/90 days as applicable. Also, an employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

b) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement, or any other agreement as signed by you during the course of employment.

On termination of your employment for any reason, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

8) International Assignment & Visa: For business requirements, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training, or knowledge transfer based on the Client's or Company's requirement. In this case, the company will incur considerable costs and expenses in orientation, training, Visa, and necessary arrangements for an employee. On completion of travel, the employee is expected to return to the base location in the home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to the home country or as agreed in the International assignment agreement. An employee on international travel, cannot initiate the separation process during the travel duration. The Employee needs to come back to the home country after completing the assignment and then initiate separation as per Employee Separation Policy, for the company to consider the same as valid resignation and separation.

In the event when an employee does not wish voluntarily to complete the period of six months or as agreed in the International assignment agreement after returning from international travel, the employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages as per the terms of International Assignment &

Visa Policy.

Employee during the course of employment shall abide by all terms & conditions as specified in **International Assignment & Visa Policy**.

9) Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law if required as per business needs. This is subjected to change from time to time as per management discretion.

10) Benefits: You shall be eligible for Group medical insurance, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At YASH; you and your family (spouse & 2 dependent children, if any) will be benefited under **Group Medical Insurance** benefit plan which provides safety net for Rs. **5 Lakh floater cover** & Personal Accidental Insurance. Total cost of this Insurance Benefit is included in your compensation structure under the component name of Insurance Benefit. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

11) Notice Period Buy-Out: If Company specifically requests you to join its services forthwith, the following Stipulations are applicable for Reimbursement of Notice Period Pay:

- The claim should be submitted after completion of one month of service with the company from the date of your joining.
- Mode of payment towards the balance/full amount for the final settlement if any; needs to be made either by DD or by Cheque.
- Leave encashment adjusted against notice period in the final settlement will be paid for earned/privileged leaves only.
- The amount payable will be recoverable along with the Full & Final Settlement in case you leave the services of the company before completion of twelve months from the date of your joining.

The following documents will be required in original for claiming the Notice period buy-out:

- Written communication/written approval from YASH HR.
- Details of Full & Final settlement on your previous company's letterhead / official document in ORIGINAL duly attested by the previous employer.
- In case of balance/full amount payment for final settlement; Photostat copy of DD & receipt of the same from the previous employer **or** photostat copy of cheque & bank statement reflecting the cheque clearance.

12) Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of the recruitment & selection process. The company reserves the right to do employment verification, background verification, and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

13) Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per the policy of the company.

14) Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to the

exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals, or any other courts or authority of whatsoever nature.

15) Rules and Regulations:

- Your appointment will be governed by the policies, rules, regulations, and procedures of YASH Technologies as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of YASH or client you shall abide by the policy and the terms and conditions as applicable thereof.
- Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit, and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.
- The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently, and to the best of ability to perform all responsibilities and ensure results.
- You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual, and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care, or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 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 the prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

16) Non-Compete Agreement: Except on behalf of YASH; you can't work/render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with YASH & for a period of 12 months from the date of leaving the services of the company.

17) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting, and/or related services ("Work") for its End Clients from time to time. The company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or have the opportunity to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under an Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary for the performance of the Work assigned to you).

Employee undertakes and agrees to:

- Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to

manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.

- To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
- Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
- Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
- Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

All global rules and regulations, laws, procedures related to Confidentiality, and Data Protection shall apply to an employee as it is as the same is applicable to the Company in pursuant to the Service Agreement entered with its End Clients. This obligation of Confidentiality and Data Protection shall survive forever even after termination or your resignation with the Company.

In the event, where you will be obligated to disclose any Confidential Information or Personal Identifiable Information as a result of a court order or pursuant to governmental action, then you shall immediately inform the Company within a reasonable time so that the Company or such Individual will get an opportunity to raise the objections to such disclosures of Confidential Information or Personal Identifiable Information to the relevant authority.

Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance, or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information (“PII”)

“Confidential Information” shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names, and addresses of whatsoever nature, trade dress, copyrights, patents (including applications, continuations, reissues, and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client’s trade secrets.

“Personal Identifiable Information” (PII) shall means

- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

18) Ownership of Inventions: “Inventions” are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise, the underemployment on which you are directly

or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title, and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in India, the United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledges and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty-free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

19) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in Annexure-II. Please note that all documents mentioned in Annexure-II are mandatory & you'll not be allowed to join without them.

20) Acceptance: We request you to go through the offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before the date of joining, whichever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or costs, etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause 15,16 & 17 of this letter will survive even after termination, or cancellation of this offer letter or resignation of the employee.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Aastha Chouksey** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____



OFFER LETTER

CONFIDENTIAL

09/28/2021

Yukta Nagle

Dear **Yukta**,

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee Programmer at Grade T (T)** working in our organization.

You are requested to join us on or before **06/01/2022** .

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**

Laveena Nabar
Authorized Signatory
Human Resources

P.S: Date format to be read as MM/DD/YYYY, print only, if required

Disclaimer: This is a computer-generated document and requires no hand-drawn signature on behalf of the Originator, i.e. YASH TECHNOLOGIES PVT LTD. While acceptance, on this computer-generated Offer Letter/Appointment letter, the Employee understands and accepts the same to be valid electronic communication and a legal understanding of reciprocal obligations between the parties which is legally enforceable within the meaning of the all applicable Acts, rules, and regulations including Information Technology Act 2000, as amended till date, or under any other applicable law governing electronic transactions, for the time being in force.

The following are the terms and conditions that refer to our offer of employment to you for the position of **Trainee Programmer**.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1) Base Location: Your base location shall be **Indore -Crystal IT Park-DC (102)**. Currently, you will be working remotely and/or from home; but can be asked to work from any of the YASH locations, depending upon business requirement, with a notice of 30 days. However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2) Salary & Taxes: You will be entitled to a CTC of **Rs. 600000/- (Rupees Six Lakh only)** on an annual basis, less all required deductions viz., tax on salary, provident fund contribution, ESIC, professional tax, and any other amounts as required by law to be deducted or as per the policies of the YASH Technologies Pvt. Ltd. Please refer to Annexure I for a detailed outline of your CTC structure wherein you may find the eligibility for different heads for you as specified. You would be required to fill the CTC structure at the time of joining.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices, and changes in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of the agreement by you.

3) Training/Probation/Confirmation: You'll be under training cum probation for a period of six months from the date of your joining. Thereafter, based on your performance, management reserves the right to extend the training cum probation period or confirm the appointment with the company. Unless services are confirmed in writing, you will continue to be on training cum probation.

4) Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance, and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trends, company's performance, market situation, and other related factors. Any action arising out of this review is solely at the discretion of the Management.

5) Agreement: You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable, etc. with the Company or with clients of the company when you work for

them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules, and regulations of the Company.

6) Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

7) Termination/Separation: Your employment with the Company can be ceased either by the Company or by you as per below:

a) Notice Period:

- **During the training/probation period** your employment can be terminated by the company without any notice and without any obligation to assign a reason. If you wish to terminate this employment you may have to give 45 days written notice.
- **Upon confirmation of services**, employment services can be terminated by giving 90 days written notice by either side. If the company is terminating the employment then it'll pay salary in lieu of notice period for the aforesaid period wherein salary will not include any incentive or variable pay amounts, if any.

If you wish to terminate this employment by resignation/notice then the company on its sole discretion may decide to waive the required notice period from you without any obligation to pay salary in lieu of full/ remaining notice period or permit you for payment of salary with applicable taxes in lieu of full/remaining notice period or permit you for leave balance adjustment against notice period with applicable taxes and accordingly relieve you prior to completion of the stipulated notice period of 45/90 days as applicable. Also, an employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

b) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement, or any other agreement as signed by you during the course of employment.

On termination of your employment for any reason, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

8) International Assignment & Visa: For business requirements, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training, or knowledge transfer based on the Client's or Company's requirement. In this case, the company will incur considerable costs and expenses in orientation, training, Visa, and necessary arrangements for an employee. On completion of travel, the employee is expected to return to the base location in the home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to the home country or as agreed in the International assignment agreement. An employee on international travel, cannot initiate the separation process during the travel duration. The Employee needs to come back to the home country after completing the assignment and then initiate separation as per Employee Separation Policy, for the company to consider the same as valid resignation and separation.

In the event when an employee does not wish voluntarily to complete the period of six months or as agreed in the International assignment agreement after returning from international travel, the employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages as per the terms of International Assignment &

Visa Policy.

Employee during the course of employment shall abide by all terms & conditions as specified in **International Assignment & Visa Policy**.

9) Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law if required as per business needs. This is subjected to change from time to time as per management discretion.

10) Benefits: You shall be eligible for Group medical insurance, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At YASH; you and your family (spouse & 2 dependent children, if any) will be benefited under **Group Medical Insurance** benefit plan which provides safety net for Rs. **5 Lakh floater cover** & Personal Accidental Insurance. Total cost of this Insurance Benefit is included in your compensation structure under the component name of Insurance Benefit. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

11) Notice Period Buy-Out: If Company specifically requests you to join its services forthwith, the following Stipulations are applicable for Reimbursement of Notice Period Pay:

- The claim should be submitted after completion of one month of service with the company from the date of your joining.
- Mode of payment towards the balance/full amount for the final settlement if any; needs to be made either by DD or by Cheque.
- Leave encashment adjusted against notice period in the final settlement will be paid for earned/privileged leaves only.
- The amount payable will be recoverable along with the Full & Final Settlement in case you leave the services of the company before completion of twelve months from the date of your joining.

The following documents will be required in original for claiming the Notice period buy-out:

- Written communication/written approval from YASH HR.
- Details of Full & Final settlement on your previous company's letterhead / official document in ORIGINAL duly attested by the previous employer.
- In case of balance/full amount payment for final settlement; Photostat copy of DD & receipt of the same from the previous employer **or** photostat copy of cheque & bank statement reflecting the cheque clearance.

12) Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of the recruitment & selection process. The company reserves the right to do employment verification, background verification, and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

13) Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per the policy of the company.

14) Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to the

exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals, or any other courts or authority of whatsoever nature.

15) Rules and Regulations:

- Your appointment will be governed by the policies, rules, regulations, and procedures of YASH Technologies as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of YASH or client you shall abide by the policy and the terms and conditions as applicable thereof.
- Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit, and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.
- The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently, and to the best of ability to perform all responsibilities and ensure results.
- You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual, and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care, or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 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 the prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

16) Non-Compete Agreement: Except on behalf of YASH; you can't work/render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with YASH & for a period of 12 months from the date of leaving the services of the company.

17) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting, and/or related services ("Work") for its End Clients from time to time. The company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or have the opportunity to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under an Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary for the performance of the Work assigned to you).

Employee undertakes and agrees to:

- Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to

manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.

- To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
- Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
- Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
- Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

All global rules and regulations, laws, procedures related to Confidentiality, and Data Protection shall apply to an employee as it is as the same is applicable to the Company in pursuant to the Service Agreement entered with its End Clients. This obligation of Confidentiality and Data Protection shall survive forever even after termination or your resignation with the Company.

In the event, where you will be obligated to disclose any Confidential Information or Personal Identifiable Information as a result of a court order or pursuant to governmental action, then you shall immediately inform the Company within a reasonable time so that the Company or such Individual will get an opportunity to raise the objections to such disclosures of Confidential Information or Personal Identifiable Information to the relevant authority.

Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance, or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information (“PII”)

“Confidential Information” shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names, and addresses of whatsoever nature, trade dress, copyrights, patents (including applications, continuations, reissues, and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client’s trade secrets.

“Personal Identifiable Information” (PII) shall means

- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

18) Ownership of Inventions: “Inventions” are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise, the underemployment on which you are directly

or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title, and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in India, the United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledges and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty-free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

19) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in Annexure-II. Please note that all documents mentioned in Annexure-II are mandatory & you'll not be allowed to join without them.

20) Acceptance: We request you to go through the offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before the date of joining, whichever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or costs, etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause 15,16 & 17 of this letter will survive even after termination, or cancellation of this offer letter or resignation of the employee.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Yukta Nagle** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____

Principal Global Services Pvt. Ltd.,
(A Member Company of Principal Financial Group, USA)
Tower 16, Cybercity, Magarpatta City,
Hadapsar, Pune - 411013, India
Tel.: +91 020 6621 4000
<http://www.principal.com>



December 17, 2021

Priyanshi Agrawal

Near janak hospital pavan vihar colony prerna kunj 103 lashkar gwalior mp Prerna kunj
474001

Gwalior,MP 474001

Sub: Internship

Dear Priyanshi,

Principal Global Services Private Limited (Company or Principal) Internship Policy provides opportunities to students or other eligible persons to have experiential learning in the organization by deploying their knowledge and skills.

With reference to the request from your college/Institute for carrying out internship as part of your curriculum studies we are pleased to extend you the internship at Principal Global Services from 20-Jan-2022 – 25-May-2022.

Term and Conditions

- The period of the internship is as prescribed by university/ college or organization.
- Interns are not employee of Principal Global Services. Internship is neither an employment nor assurance of employment in Principal Global Services.
- The interns will also give an undertaking that "he/she" shall strictly maintain full confidentiality and secrecy of any information/matter relating to Principal. Further during internship period interns should abide by code of conduct and other applicable policies of Principal Global Services.
- An intern may be considered for employment in the Principal Global Services against an approved open position if any. Performance during the internship program will be a crucial factor for consideration for permanent position in the organization.
- On successful completion of training interns will be awarded with the certificate for completion of internship project/ program with the Company.
- You Project supervisor will set role expectations before the start of the project. Post the completion of the project, the project supervisor will evaluate your performance, the same will be documented and will be sent to your university as required.
- The projects will be selected and allocated by respective leader as per the project category.
- Interns will have to follow working hours as per Principal Work Hour Policy.

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CIN: U64120PN2005PTC129516

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Stipend:

You will receive a stipend of INR 15,000/- per month.

Stipend	Per Month (INR)
Basic	INR 12,022
HRA	INR 2,506
ESIC	INR 4,72
Total Stipend	INR 15,000

- Appropriate taxes as applicable will be deducted every month from your stipend
- Stipend less than INR 15,000/- per month will attract Employee State Insurance Corporation (ESIC) deduction as per ESIC provision
- TDS will be applicable as per income tax law

Interns will also be eligible for following benefits over and above stipend amount.

- Transportation facility as per company's Transport Policy.
- Leaves as per the curriculum guidelines, if any or in absence of any guidelines, as per the Leave policy of Principal Global Services uploaded on intranet.

Code of Conduct:

- You shall at all the times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- To generate 'mutual respect', you should respect all individual irrespective of their caste, age, sex, level etc.
- You shall honor and comply with all rules and regulations of the Company and statutory requirements, in letter and spirit.
- You shall maintain utmost secrecy with regards to confidential and proprietary information relating to the Company. This information includes and is not limited to trade secrets, technical processes, financial information, and other non public information including personally identified information relating to suppliers, employees, agents, distributors and customers.

Confidential

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- You shall not, during your internship or at any time thereafter, directly or indirectly divulge, disclose, make known, communicate use, disclose to any persons, firm, Company or concerns Company's secret, proprietary and/or confidential or any other information which you may acquire receive or obtain in relation to the Company's affairs or to the working of any process or any invention which is carried on or used by the Company or any other matter which may come to your knowledge in the course of or by the reason of your employment with the Company except for the sole benefit of the Company. Provided that, in the event and to the extent it is required by law, you shall, prior to disclosing the same to the appropriate authorities, give the Company sufficient days' prior notice of the same to the extent possible. This restriction does not apply to information available in public domain.
- You shall not take copies of confidential documents or information for your own purposes, and forthwith upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- You shall not engage in any business as principal/ agent or otherwise. Meaning thereby, you will not indulge into dual employment while employed with the Company. You may however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character after expressing written permission from competent authority of the Company.
- You will promptly return to the Company upon termination of employment all documents and other materials developed for or otherwise belonging to the Company or its associates and all copies and materials shall remain the exclusive property of Principal Global Services.
- You will be bound by code of conduct and all other rules, regulations policies and orders issued by the Company from time to time as if these et al, were part of this contract of internship.
- You understand that a breach of the Code of conduct can put the Company at substantial risk and every intern is accountable for his own behavior. Failure to follow the Code will result in appropriate disciplinary action, up to and including termination of internship or relationship with the Company and in addition Company may take all legal actions in the appropriate court of law.

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Termination of Internship

Your internship with the Company may be terminated at any time without cause. Either the Company or an employee may at any time terminate the internship by giving 7 days' notice or if acceptable to the BU Head, a sum equal to the amount or prorated amount of stipend which would have accrued to the employee during the period of notice.

The internship at Principal is subject to exclusive jurisdiction of Courts at Pune, Maharashtra only.

We welcome you and wish you every success in your career with Principal, a promising venture that will provide you a challenging and a rewarding professional environment with ample opportunities for career development.

You are requested to join us on January 20, 2022. Please do not hesitate to connect with us for any clarifications.

Yours Sincerely,
For **Principal Global Services Private Limited.**

A handwritten signature in blue ink, appearing to read 'Manish Tripathi', written over a faint circular stamp.

Manish Tripathi
Associate Director - Talent Acquisition

I accept the offer on stipulated terms & conditions and shall join duty on or before January 20, 2022

Signature:
Name:

Confidential

Registered Office: Tower 16, Cybercity, Magarpatta City, Hadapsar, Pune - 411013, India
CIN: U64120PN2005PTC129516

PRIVATE & CONFIDENTIAL

7 December, 2021

Mr. Ayush Soni
Institute of Engineering & Technology, Devi Ahilya Vishwavidyalaya
Khandwa Road Indore (M.P.) -452017

Dear Ayush,

We are pleased to offer you an internship with Credit Suisse Services AG, Pune Branch (the "Company") on the terms and conditions set out below in this internship agreement.

In the course of your internship with the Company, you will be required to perform services for the Company and, subject to applicable laws and regulations, other entities comprising the Credit Suisse Group. In this internship agreement, "Credit Suisse Group" and "CS" mean Credit Suisse Group AG and/or its affiliates.

Location:

Your principal place of work will be in the Company's offices in Pune, India. Although you may be required to travel outside of Pune from time to time to carry out your duties, you must not work on a regular basis from any other location outside of Pune without the written approval of the Company.

Amendments due to COVID-19:

Due to the COVID-19 situation, the Company reserves the right to amend this internship agreement as required, or as it deems necessary. For example, you may be required to undertake all, or part of, your internship on a virtual basis, in which case, your principle place of work will be from your home or other approved location ("Home Work Site"). If you are required to undertake your internship on a virtual basis, this internship agreement is conditional upon you having the right to work from the Home Work Site.

Position:

Intern, Technology

Commencement Date:

Your internship will commence on a date following the satisfactory completion of the background and other checks referred to herein which is to be agreed between you and the Company (the "Commencement Date") but in any event no later than 17 January, 2022 Your Commencement Date is also subject to work pass approval, where applicable.

Duration:

The duration of your internship will commence on the Commencement Date and unless terminated sooner in accordance with the 'Termination' section herein, will expire on 13 May, 2022. Your internship may be extended by mutual agreement between you and the Company in writing.

Stipend:

Your stipend will be INR 900,000 per annum, payable monthly. Your Stipend will be payable in equal instalments monthly in arrears and will be subject to all applicable statutory withholdings.

Overtime:

You will not be eligible for overtime payments in line with prevailing Company policy.

Annual Leave:

You will be entitled to 21 days' annual leave for each completed year of service, pro-rated for periods of service less than a full year. In addition, you will be entitled to all public holidays approved for the Company. Your annual leave entitlement for the first and last calendar year of your internship will be pro-rated according to your Commencement Date and termination date respectively. Annual Leave entitlement which is not used in the year it is accrued may only be carried forward into the following calendar year strictly in accordance with the Company's prevailing policy. Unused annual leave may be forfeited by the Company at any time to the extent permitted by applicable law. All annual leave days taken will be deducted first from your statutory entitlement accumulation. You will not be entitled to be paid out for any accrued but untaken annual leave upon the expiry of your internship. Further conditions relating to annual leave are set out in the Employee Handbook - India. The terms of this section will prevail in the event of any inconsistency with the Employee Handbook. You must comply with the Company's Required Leave Policy.

Other Benefits:

You will not be entitled to any additional benefits.

Working Hours:

You will be required to work a minimum of 40 hours per week exclusive of meal breaks. The timing of these hours will be determined by the Company in its sole discretion and may include hours that are not within the official business hours of the Company (as defined in the Employee Handbook).

Taxation:

If applicable, the Company will withhold and make due payment of income taxes levied on your internship income and accordingly, if applicable the Company will deduct the appropriate amounts from your gross income.

However, you will remain personally responsible for the preparation, filing and payment of all your income and other taxes worldwide to the relevant tax authorities in connection with the payments and other benefits received by you under this internship agreement.

Termination:

Either you may or we may terminate your internship with the Company for any reason by giving seven day's notice in writing to the other party if such notice is given within the first month following the Commencement Date; and at any time thereafter by giving fifteen day's notice in writing to the other party. The Company, however, shall have the right to shorten any notice period it is required to give you by a payment equal to the amount of the stipend you would have otherwise been paid for the unexpired notice period.

Notwithstanding the foregoing, if the Company terminates your internship for Cause, no notice will be required. With regard to references in this letter to termination for Cause, 'Cause' shall mean: (i) wilful misconduct or gross negligence in the performance of your duties; wilful and continued failure or refusal to perform any duties reasonably requested in the course of your internship with the Company (other than a failure resulting from your disability, as defined in the Company's long-term disability plans applicable to you); or (ii) fraudulent, dishonest or other improper conduct engaged in by you that causes, or in the sole discretion of the Company has the potential to cause, harm to the Company, its parents, its affiliates, its subsidiaries, its business units, its divisions or its or their business or reputation, including, without limitation, your violation of any policies of the Credit Suisse Group applicable to you, your violation of laws, rules or regulations applicable to you, criminal activity, habitual drunkenness or use of illegal drugs; or (iii) a material breach by you of this agreement including engaging in competitive activity or in the direct or indirect hiring or solicitation of employees in violation of any applicable contract, agreement, directive or policy; or in the direct or indirect solicitation of customers or clients of the Credit Suisse Group in violation of any applicable contract, agreement, directive or policy; or disclosing Confidential Information in violation of any applicable contract, agreement, directive or policy; or a failure by you to give notice of a resignation as required by any applicable contract, agreement, or policy.

During any notice period (whether you or the Company has given notice) you will, pending the termination of your internship with the Company, continue to be subject to your fiduciary duties and other obligations as an intern of the Company, you will assist the Company in the transition of your responsibilities and will be entitled to continue to receive your stipend. You may, at the Company's option, be required to remain away from the Company's premises during all or part of the notice period. In no event, however, may you perform services for any other person, firm, corporation or employer during the notice period.

Post Internship Restraints:

For the purposes of this section / paragraph:

'Client' shall mean any Person who is a customer or client of the Company or CS (or was such a client or customer at any time within the Relevant Timeframe) and is also a Person either:

- (a) with whom you have had significant personal contact or dealings in the course of your internship with the Company in the Relevant Timeframe ; and/or
- (b) with whose custom or business you were involved in the course of your internship with the Company in the Relevant Timeframe; and/or
- (c) in respect of whom you have had access to Confidential Information in the Relevant Timeframe (provided that this information remained confidential beyond the Termination Date and could be used by you to obtain business from the Person).

'Client' shall also include any Person with whom the Company or CS were in negotiations or discussions (including tender proposals) in which you were involved and/or with whom you had significant personal contact or dealings and/or in respect of whom you have had access to Confidential Information, at any time in the Relevant Timeframe regarding that Person becoming a customer or client.

'Person' means an individual person, corporation or other entity (whether or not having separate legal personality);

'Relevant Period' means 30 days;

'Restricted Person' means any Person who is employed or otherwise engaged by the Company or CS (or was so employed or engaged at any time during the Relevant Timeframe) and with whom you worked and/or had significant personal contact in the course of your internship with the Company PROVIDED THAT in the course of that Person's employment or engagement, the Person also dealt with or was responsible for customers or clients of the Company or CS, and/or had access to the Confidential Information of the Company or CS, and/or was part of the senior management team of the Company or CS and/or held the post of relationship manager, investment consultant or any similar sales-related post in the Company or CS;

'Termination Date' means the date upon which your internship with the Company ceases, irrespective of the reason for or manner of the cessation; and

'Relevant Timeframe' means the last (12) twelve months of your internship with the Company, or if you have been employed for less than 12 twelve months, that period.

Non-Solicitation:

For the Relevant Period commencing upon and following the Termination Date, you shall not whether on your own behalf or in conjunction with or on behalf of any other person, firm, company, organisation or any other entity (and whether as director, shareholder, principal, consultant, agent, partner, employee, contractor or otherwise) directly or indirectly:

- (a) solicit, induce or encourage any Restricted Person, to leave the employment of, or to cease to provide services to, the Company or CS or to accept employment with, or provide services to, any other Person (irrespective of whether such Restricted Person would commit any breach of his or her contract with the Company or CS or whether such Restricted Person has any post-termination restrictive covenants in his or her contract with the Company or CS); or
- (b) employ or engage or participate in the employment or engagement of any Restricted Person in the same or a similar field of work in which they were previously employed or engaged by the Company or CS, in competition with the Company or CS (irrespective of whether such Restricted Person would commit any breach of his or her contract with the Company or CS or whether such Restricted Person has any post-termination restrictive covenants in his or her contract with the Company or CS); or
- (c) solicit, induce or encourage any Client: (i) to cease to use the services or products of the Company or CS and/or (ii) to use the services or products of any Person who competes with the Company or CS; and/or to otherwise interfere with the relationship which the Company or CS maintains with a Client and/or to discuss with any Client the present or future availability and/or provision of services or products of any Person who competes with the Company or CS; or
- (d) accept a request from and/or enter into any business dealings with any Client to provide services or products of the same type as or similar to or competitive with any of the services or products supplied by the Company or CS.

Scope of Restraints:

You agree that the Non-Solicitation restraints above (together, the “Restraints”) are reasonable and necessary in all the circumstances for the protection of the Company’s or CS’s confidential information, proprietary interests, client relations, and all other legitimate business interests of the Company or CS and that, having regard to those interests, the Restraints do not work unreasonably on you.

Further, you agree that:

- (a) the various provisions of the Restraints each constitute an entirely separate and independent covenant and that if any part of them is or becomes illegal, invalid or unenforceable, this will not affect the legality, validity or enforceability of the remaining provisions of the Restraints; and
- (b) if one or more of the Restraints should be held by the court to be illegal, invalid or unenforceable for any reason whatsoever but would have been held valid if part of the wordings had been deleted or the period reduced or the range of activities reduced in scope, the said Restraints shall apply with such modifications as may be necessary to make them valid and effective.

For the avoidance of doubt, the Restraints shall apply in relation to all Clients and Restricted Persons in respect of whom they are expressed to apply notwithstanding that such Clients and Restricted Persons may have been introduced to the Company or CS by you (or any person

under your control) before or during your (or that person's) internship (or employment) with the Company.

Remedies:

You acknowledge that damages may not be an adequate remedy for breach of the Restraints by you, and that the Company may also, or alternatively seek injunctive or equitable relief for your breach or potential breach of any of the Restraints.

Obligation to Co-operate:

You agree that during your internship with the Company and following the termination of your internship, you will co-operate with, and make yourself available to, the Company or any other member of the Credit Suisse Group in connection with any pending or future internal investigation, governmental or regulatory investigation or proceeding and in the prosecution or defence by the Credit Suisse Group of all claims, demands, suits, actions, proceedings and causes of action brought against or by third parties ('Proceeding') and howsoever arising, including (without limiting the generality of the foregoing), interviews with counsel to the Credit Suisse Group, making affidavits or signed statements and giving oral evidence where this evidence may be necessary or desirable in any Proceeding. The Company covenants upon reasonable request to reimburse you for all reasonable costs and expenses incurred by you in connection with you providing any such assistance after the termination of your internship with the Company.

Background and Other Checks:

By signing and returning this internship agreement, you represent and agree that:

- (a) except as disclosed in writing to the Company prior to the date hereof, you have no criminal record and there are no civil or criminal proceedings outstanding against you;
- (b) except as disclosed in writing to the Company prior to the date hereof, you have not been fined, censured or disciplined by any regulatory body in the banking or financial markets industry or by any stock exchange;
- (c) you are not currently, and have not previously been, disqualified from acting as a director;
- (d) you have not failed to disclose or misrepresented to the Company or any of its affiliates any information, which the Company in its sole and absolute discretion deems to be material for the purposes of this internship agreement; and
- (e) you are free to enter into this internship agreement and to take up the internship with the Company on the Commencement Date and that you are not subject to any agreement, arrangement or restriction affecting your right to compete with any person or to solicit clients or employees of any person or in any way restricting you from performing the obligations referred to in this internship agreement.

In addition, by signing and returning this internship agreement, you give your irrevocable consent to the Company (or any person acting on behalf of the Company) conducting such

checks and investigations as the Company in its sole and absolute discretion deems necessary in order (i) to verify the matters covered by the representations set out above; and (ii) to determine your suitability for an internship with the Company. You undertake to take such actions as may be necessary or desirable in the reasonable opinion of the Company to assist all such checks and investigations.

You shall, upon a request by the Company, provide references from previous employers and, in certain cases, regulatory authorities, as well as any additional information, which may be required in order for the Company to verify the matters covered by the representations set out above. This internship agreement is conditional upon the Company receiving, and being satisfied with, such references and additional information including relevant visas and regulatory licences.

The Company has the right to terminate this internship agreement without notice and/or your internship for Cause without notice if it subsequently discovers or determines in its sole discretion that (1) any of the above representations (a) to (e) were untrue as at the date on which you counter-sign this internship agreement or (2) the results of its background checks and investigations referred to above are not satisfactory.

Your commencement of your internship with the Company is strictly conditional upon and cannot take place until the Company has completed, and is satisfied in all respects with the results of, its background checks and investigations pursuant to this section.

Confidentiality:

The terms of this internship agreement and your stipend should not be disclosed to any entity, organization or person or discussed with any employee or intern of the Company or CS except your immediate manager and the Human Resources department.

During the course of your internship with the Company, you will acquire information in oral, written and/or electronic form, whether recorded or otherwise, that is of a confidential or proprietary nature (the "Confidential Information"). Confidential Information includes (without limitation) all non-public information that is either developed by or for the benefit of the Company or CS, and which pertains to the business, clients, customers, counter parties, shareholders, employees, policies, procedures, financial condition, earnings, prospects or trade secrets of the Company or CS. Confidential Information shall also include, without limitation, any work product developed by you, either singularly or jointly with any other person(s) that is based on, or incorporates, Confidential Information.

You are required to maintain the confidentiality of Confidential Information and by signing this internship agreement as provided below you acknowledge and confirm that you will not, at any time during or after the termination of your internship with the Company, except as required by law, for any reason disclose any Confidential Information to any persons other than (a) those who are employees of the Company or CS and need to know or whose business it is to know the same, (b) third parties if such disclosure is necessary in connection with the legitimate business of the Company or CS, or (c) with prior written approval of the Company. Furthermore, you will not, during or after the termination of your internship with the Company, attempt to use Confidential Information to the detriment or prejudice of the Credit Suisse Group or for personal gain or the gain of a third party.

You represent, warrant and agree that you will not improperly use or disclose to the Company for its benefit or enter into the Company's electronic systems any confidential information (including without limitation, client lists and client-sensitive information such as information relating to client accounts and transactions) or trade secrets which are proprietary or belong to (i) any former or current employers or (ii) any other person to whom you owe an obligation of confidentiality. You must not bring onto the premises of the Company any materials which contain such confidential information or trade secrets, any unpublished documents or property belonging to any person referred to in either (i) or (ii) above unless consented to in writing by such person.

Removal of Property:

Prior to the termination of your internship with the Company, you must return to the Company (in the absence of prior written approval of the Company to do otherwise) any documents, proposals, correspondence, analyses, writings, papers, memoranda, records, notes, reports, recordings, computer programs, computer schedules, computer tapes, computer disks, client lists or any other materials based on or containing information that is of a confidential or proprietary nature to the Company or CS; and all other documents, correspondence, manuals, security passes, keys and any other items whatsoever which may be in your possession, custody or under your control and which belong to the Company or CS.

Company Policies:

You acknowledge that the rules, regulations, policies and procedures of the Company as they may be published or amended from time to time (the "Company Policies") (including without limitation, as specified in the Employee Handbook), form directions from the Company with which you are required to comply. Without limiting the generality of this paragraph, we draw your attention to the Credit Suisse Group's Code of Conduct and the Company's policies on Personal Account Trading and Outside Business Activities that impose restrictions on interns, employees and other staff during the course of their engagement entering into certain transactions on their own account or maintaining or entering into business arrangements that they may otherwise wish to maintain. Please contact the Company's Human Resources Department if you require further information on these or any other policies.

You further acknowledge that the Company Policies and/or Employee Handbook do not form part of the terms and conditions of this internship agreement and that the Company may supplement, amend or withdraw the Company Policies and/or Employee Handbook at any time, with or without notice to you. Nothing contained in the Company Policies or Employee Handbook shall limit the Company's right to terminate your internship in accordance with the 'Termination' section above.

You will be provided with a copy of the Employee Handbook either in hard copy or through an electronic link upon the Commencement Date; however, you may request a copy at an earlier time. You will be required to acknowledge that you have read, and you understand and accept the terms of the Employee Handbook. Where there is any inconsistency between the terms of the Employee Handbook and this internship agreement, the terms of this internship agreement will prevail.

Working on a Remote or Virtual Basis:

If you undertake your internship, or part thereof, on a virtual basis, you are required to comply with the following:

- (a) Continued Application of Company Policies: Whilst undertaking your internship on a remote basis from your Home Work Site, you will continue to be bound by the Company Policies in accordance with the 'Company Policies' clause above, except as otherwise provided in this internship agreement or to the extent they expressly relate to working within a Credit Suisse office. While working from your Home Work Site, you should pay particular attention to the Home Working Policy (GP-00082).
- (b) Occupational Health and Safety: You agree to cooperate with the Company in all measures to ensure that your Home Work Site conforms with acceptable Occupational Health and Safety standards. All Occupational Health and Safety policies of the Company shall, as far as practicable, apply in carrying out work at the Home Work Site. You agree to take all reasonably necessary steps to ensure your health, safety and welfare whilst undertaking your internship from your Home Work Site.
- (c) Security of Assets and Information: Without prejudice to your obligations under the 'Confidentiality' clause above which continue to apply when undertaking your internship on a remote or virtual basis, you agree that you will take all necessary steps to safeguard and diligently protect the confidentiality of any information to which you access at your Home Work Site, which may include information about the Company's business, clients and employees, or the Company's intellectual property. You will ensure that no other person is able to access such information, whether this is held on your computer or in hard copy or any other format. You should ensure that you do not discuss confidential information in places where you may be overheard by unauthorised persons. You should avoid using speakerphones for work related discussions in areas where unauthorised persons may overhear. You should familiarize yourself with your obligations under the Company's policies Bank Information Barrier (GP-00381) and IBD/GMSG Supplement to Bank Information Barrier (GP-00381-S02).
- (d) Inside Information: You must strictly observe the laws and rules regarding inside information. You are personally responsible for determining whether you have inside information. Inside information relates to the securities of an issuer or group of issuers, is not publicly known, comes from a reliable source and is material (i.e., if made public, would likely have a significant impact on the price of the security; or a reasonable investor would consider it important in deciding whether to purchase, hold or sell the security). If you have inside information, you may not trade or deal in the securities in question, encourage others to trade or deal in those securities, or reveal or 'tip' the information to others. Failure to strictly observe the laws and rules regarding inside information is, among other things, a criminal offense in many jurisdictions. For the avoidance of doubt, these obligations apply whether you are undertaking your internship remotely or from within a Credit Suisse office.
- (e) Outside Communication: You are not permitted to discuss any issues concerning Credit Suisse with the media or the public. Your participation in social media on a personal basis unrelated to your role at Credit Suisse is not restricted, but you should be vigilant to ensure

that you do not disclose or discuss any confidential information about or relating to Credit Suisse staff, clients, market or other rumors, trade secrets, and/or other confidential bank-related matters. For the avoidance of doubt, these obligations apply whether you are undertaking your internship remotely or from within a Credit Suisse office.

- (f) Internal Communications / Availability: You agree to be contactable and available for communication with the Company, including but not limited to your manager and team members, while you are undertaking your internship at your Home Work Site at a similar level of availability as if working from a Credit Suisse office.

Other Conditions:

This internship agreement is subject to the grant to you of the necessary work permit and such other permission, licence or registration as may from time to time be necessary to enable you to carry out your duties and continue your internship.

You will perform such duties and accept such responsibilities as may from time to time be assigned to you by the Company to the utmost of your ability, to promote and advance the interests of the Company.

You will not at any time during the continuance of your internship engage directly or indirectly in any other business or occupation, or engage in any activities to the detriment of the Company's interests.

To the extent permitted by law, the Company will be entitled at any time during your internship, and in any event, when your internship ends, to deduct from your Stipend any monies due from you. This includes, but is not limited to, any outstanding loans, advances, overpayments, relocation or education expenses and excess leave taken by you.

The Company reserves the right at any time and from time to time to add, amend revise or vary the terms and conditions of your internship by giving you written notice thereof.

Governing Law:

These terms and conditions and your internship with the Company shall be governed by and construed in accordance with the laws of India.

This offer, unless withdrawn at an earlier date by the Company, will remain open for acceptance by you for a period of fourteen (14) days from the date hereof. Please confirm your acceptance of the above terms and conditions by signing this offer letter using DocuSign.

We look forward to welcoming you to Credit Suisse Services AG, Pune Branch. Please feel free to call Anand Jahagirdar directly on +91 20 6738 5974 if you have any questions.

Yours sincerely,
Credit Suisse Services AG, Pune Branch



Amit Mishra
Director
Human Resources



Shivani Kapur
Vice President
Human Resources

I accept the above offer of an internship and agree to the terms and conditions set out in this internship agreement. In particular, I consent to Credit Suisse Services AG, Pune Branch (or any person acting on its behalf) conducting such checks and investigations as it in its sole and absolute discretion deems necessary, as further described in this letter.

Signed:  _____

Interns Name: Ayush Soni

Date: December 8, 2021 | 7:58:16 AM PST

aj

Certificate Of Completion

Envelope Id: 412FFD7AD2AE4E5CA0F9BE9F539ECF97

Status: Completed

Subject: Confidential: Information from Credit Suisse - Ayush Soni - 3612392 - ND

Source Envelope:

Document Pages: 11

Signatures: 3

Envelope Originator:

Certificate Pages: 3

Initials: 1

Credit Suisse Exp Recruitment India

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india.offermanagement@credit-suisse.com

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Anand Jahagirdar

anand.jahagirdar@credit-suisse.com

Security Level: Email, Account Authentication
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Sent: 12/7/2021 11:28:18 PM

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Signed: 12/8/2021 12:22:03 AM

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Accepted: 12/8/2021 12:18:00 AM

ID: ce69c369-2959-4c5f-b9f5-1d564e7ea93a

Amit Mishra

amit.mishra.3@credit-suisse.com

Director

Credit Suisse AG

Security Level: Email, Account Authentication
(None)

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Viewed: 12/8/2021 12:23:09 AM

Signed: 12/8/2021 12:23:20 AM

Signature Adoption: Uploaded Signature Image

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Electronic Record and Signature Disclosure:

Accepted: 12/8/2021 12:23:09 AM

ID: b3bc7a19-389c-4d0f-9826-f3f513b7a835

Shivani Kapur

shivani.kapur@credit-suisse.com

Vice President

Credit Suisse AG

Security Level: Email, Account Authentication
(None)

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Viewed: 12/8/2021 12:57:32 AM

Signed: 12/8/2021 12:57:44 AM

Signature Adoption: Uploaded Signature Image

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Electronic Record and Signature Disclosure:

Accepted: 12/8/2021 12:57:32 AM

ID: 3658d422-3961-4a81-9fac-500d4567e5b0

Nikita Dhedia

nikita.dhedia@credit-suisse.com

Signing Group: Credit Suisse Exp Recruitment India

Security Level: Email, Account Authentication
(None)**Completed**

Sent: 12/8/2021 12:57:46 AM

Viewed: 12/8/2021 3:56:18 AM


Signed: 12/8/2021 3:56:43 AM

Using IP Address: 198.147.160.75

Electronic Record and Signature Disclosure:

Accepted: 12/8/2021 3:56:18 AM

ID: 6856e589-8b42-4344-a46a-0a873d828287

Signer Events	Signature	Timestamp
<p>Ayush Soni 176ayush@gmail.com Security Level: Email, Account Authentication (None), Access Code</p>	 Signature Adoption: Uploaded Signature Image Using IP Address: 106.208.178.22	<p>Sent: 12/8/2021 3:56:46 AM Viewed: 12/8/2021 4:07:32 AM Signed: 12/8/2021 7:58:16 AM</p>

Electronic Record and Signature Disclosure:
 Accepted: 12/8/2021 4:07:32 AM
 ID: 7f77436b-8b2b-469f-bc22-4c1091f48b48

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
<p>Nikita Dhedia nikita.dhedia@credit-suisse.com Security Level: Email, Account Authentication (None)</p>	<div style="border: 2px solid blue; padding: 5px; text-align: center; color: blue; font-weight: bold;">COPIED</div>	<p>Sent: 12/7/2021 11:28:18 PM Viewed: 12/7/2021 11:28:18 PM Signed: 12/7/2021 11:28:18 PM</p>

Electronic Record and Signature Disclosure:
 Accepted: 12/8/2021 3:56:18 AM
 ID: 6856e589-8b42-4344-a46a-0a873d828287

<p>Anand Jahagirdar anand.jahagirdar@credit-suisse.com Security Level: Email, Account Authentication (None)</p>	<div style="border: 2px solid blue; padding: 5px; text-align: center; color: blue; font-weight: bold;">COPIED</div>	<p>Sent: 12/8/2021 7:58:17 AM</p>
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Electronic Record and Signature Disclosure:
 Accepted: 12/8/2021 12:18:00 AM
 ID: ce69c369-2959-4c5f-b9f5-1d564e7ea93a

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/7/2021 11:28:18 PM
Certified Delivered	Security Checked	12/8/2021 4:07:32 AM
Signing Complete	Security Checked	12/8/2021 7:58:16 AM
Completed	Security Checked	12/8/2021 7:58:17 AM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

DocuSign Consent (For Current Employees Only)

Throughout the period of your employment and thereafter, Credit Suisse Group AG, or any of its affiliates or subsidiaries (collectively “**Credit Suisse**”) may manage many aspects of the employment relationship electronically.

By clicking the “I Accept” button, you hereby provide your consent and agree: (i) to receive and return to Credit Suisse, employment related documents, electronically through your DocuSign Inc. user account (“**DocuSign**”); (ii) that by applying your signature electronically using DocuSign, you are confirming your consent and agreement to the content of the document; (iii) that you intend your electronic signature on employment-related documents to have the same force and effect as if your signature was handwritten by you; (iv) that you will only sign employment related documents using DocuSign where you are authorised to sign such documents on your own behalf; and (v) that those signing employment related documents on behalf of Credit Suisse, may also sign, by applying their signature electronically using DocuSign.

If you wish to withdraw your consent to sign employment related documents by applying your electronic signature using DocuSign, you may do so by both (i) declining to sign the electronic version of any document you receive and (ii) contacting your local HR team to request a paper copy. Subject to certain printing requirements, you may also print any document you have signed electronically, or you may contact Human Resources to receive a paper copy of any document you have electronically signed.

To electronically sign documents using DocuSign, you will need access to an Internet browser with at least 256-bit encryption and Adobe Reader, all of which is currently satisfied by Credit Suisse’s electronic systems. Updates will be provided from time to time regarding any changes to this information that could materially impact your ability to electronically sign documents.

If you do not agree to the terms of this Consent, please contact Human Resources.

By clicking “I accept,” you acknowledge and agree to the above.

DocuSign Consent (For External Candidates Only)

If you are applying for a position at Credit Suisse located in Switzerland, Singapore, Hong Kong, India, UK or USA you agree that Credit Suisse also uses digital signature technology as part of recruitment process. For this purpose, all personal data/information included in the Self-Declaration/Authorization for the Background Screening Process form will be transferred to Credit Suisse’s digital signature solution service provider DocuSign Inc. 221 Main St. Suite 1000 San Francisco CA 94105.



OFFER LETTER

CONFIDENTIAL

09/27/2021

Purv Baraskar

Dear **Purv**,

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee Programmer at Grade T (T)** working in our organization.

You are requested to join us on or before **06/01/2022** .

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**

Laveena Nabar
Authorized Signatory
Human Resources

P.S: Date format to be read as MM/DD/YYYY, print only, if required

Disclaimer: This is a computer-generated document and requires no hand-drawn signature on behalf of the Originator, i.e. YASH TECHNOLOGIES PVT LTD. While acceptance, on this computer-generated Offer Letter/Appointment letter, the Employee understands and accepts the same to be valid electronic communication and a legal understanding of reciprocal obligations between the parties which is legally enforceable within the meaning of the all applicable Acts, rules, and regulations including Information Technology Act 2000, as amended till date, or under any other applicable law governing electronic transactions, for the time being in force.

The following are the terms and conditions that refer to our offer of employment to you for the position of **Trainee Programmer**.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1) Base Location: Your base location shall be **Indore -Crystal IT Park-DC (102)**. Currently, you will be working remotely and/or from home; but can be asked to work from any of the YASH locations, depending upon business requirement, with a notice of 30 days. However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2) Salary & Taxes: You will be entitled to a CTC of **Rs. 600000/- (Rupees Six Lakh only)** on an annual basis, less all required deductions viz., tax on salary, provident fund contribution, ESIC, professional tax, and any other amounts as required by law to be deducted or as per the policies of the YASH Technologies Pvt. Ltd. Please refer to Annexure I for a detailed outline of your CTC structure wherein you may find the eligibility for different heads for you as specified. You would be required to fill the CTC structure at the time of joining.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices, and changes in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of the agreement by you.

3) Training/Probation/Confirmation: You'll be under training cum probation for a period of six months from the date of your joining. Thereafter, based on your performance, management reserves the right to extend the training cum probation period or confirm the appointment with the company. Unless services are confirmed in writing, you will continue to be on training cum probation.

4) Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance, and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trends, company's performance, market situation, and other related factors. Any action arising out of this review is solely at the discretion of the Management.

5) Agreement: You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable, etc. with the Company or with clients of the company when you work for

them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules, and regulations of the Company.

6) Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

7) Termination/Separation: Your employment with the Company can be ceased either by the Company or by you as per below:

a) Notice Period:

- **During the training/probation period** your employment can be terminated by the company without any notice and without any obligation to assign a reason. If you wish to terminate this employment you may have to give 45 days written notice.
- **Upon confirmation of services**, employment services can be terminated by giving 90 days written notice by either side. If the company is terminating the employment then it'll pay salary in lieu of notice period for the aforesaid period wherein salary will not include any incentive or variable pay amounts, if any.

If you wish to terminate this employment by resignation/notice then the company on its sole discretion may decide to waive the required notice period from you without any obligation to pay salary in lieu of full/ remaining notice period or permit you for payment of salary with applicable taxes in lieu of full/remaining notice period or permit you for leave balance adjustment against notice period with applicable taxes and accordingly relieve you prior to completion of the stipulated notice period of 45/90 days as applicable. Also, an employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

b) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement, or any other agreement as signed by you during the course of employment.

On termination of your employment for any reason, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

8) International Assignment & Visa: For business requirements, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training, or knowledge transfer based on the Client's or Company's requirement. In this case, the company will incur considerable costs and expenses in orientation, training, Visa, and necessary arrangements for an employee. On completion of travel, the employee is expected to return to the base location in the home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to the home country or as agreed in the International assignment agreement. An employee on international travel, cannot initiate the separation process during the travel duration. The Employee needs to come back to the home country after completing the assignment and then initiate separation as per Employee Separation Policy, for the company to consider the same as valid resignation and separation.

In the event when an employee does not wish voluntarily to complete the period of six months or as agreed in the International assignment agreement after returning from international travel, the employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages as per the terms of International Assignment &

Visa Policy.

Employee during the course of employment shall abide by all terms & conditions as specified in **International Assignment & Visa Policy**.

9) Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law if required as per business needs. This is subjected to change from time to time as per management discretion.

10) Benefits: You shall be eligible for Group medical insurance, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At YASH; you and your family (spouse & 2 dependent children, if any) will be benefited under **Group Medical Insurance** benefit plan which provides safety net for Rs. **5 Lakh floater cover** & Personal Accidental Insurance. Total cost of this Insurance Benefit is included in your compensation structure under the component name of Insurance Benefit. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

11) Notice Period Buy-Out: If Company specifically requests you to join its services forthwith, the following Stipulations are applicable for Reimbursement of Notice Period Pay:

- The claim should be submitted after completion of one month of service with the company from the date of your joining.
- Mode of payment towards the balance/full amount for the final settlement if any; needs to be made either by DD or by Cheque.
- Leave encashment adjusted against notice period in the final settlement will be paid for earned/privileged leaves only.
- The amount payable will be recoverable along with the Full & Final Settlement in case you leave the services of the company before completion of twelve months from the date of your joining.

The following documents will be required in original for claiming the Notice period buy-out:

- Written communication/written approval from YASH HR.
- Details of Full & Final settlement on your previous company's letterhead / official document in ORIGINAL duly attested by the previous employer.
- In case of balance/full amount payment for final settlement; Photostat copy of DD & receipt of the same from the previous employer **or** photostat copy of cheque & bank statement reflecting the cheque clearance.

12) Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of the recruitment & selection process. The company reserves the right to do employment verification, background verification, and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

13) Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per the policy of the company.

14) Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to the

exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals, or any other courts or authority of whatsoever nature.

15) Rules and Regulations:

- Your appointment will be governed by the policies, rules, regulations, and procedures of YASH Technologies as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of YASH or client you shall abide by the policy and the terms and conditions as applicable thereof.
- Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit, and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.
- The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently, and to the best of ability to perform all responsibilities and ensure results.
- You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual, and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care, or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 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 the prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

16) Non-Compete Agreement: Except on behalf of YASH; you can't work/render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with YASH & for a period of 12 months from the date of leaving the services of the company.

17) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting, and/or related services ("Work") for its End Clients from time to time. The company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or have the opportunity to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under an Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary for the performance of the Work assigned to you).

Employee undertakes and agrees to:

- Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to

manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.

- To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
- Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
- Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
- Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

All global rules and regulations, laws, procedures related to Confidentiality, and Data Protection shall apply to an employee as it is as the same is applicable to the Company in pursuant to the Service Agreement entered with its End Clients. This obligation of Confidentiality and Data Protection shall survive forever even after termination or your resignation with the Company.

In the event, where you will be obligated to disclose any Confidential Information or Personal Identifiable Information as a result of a court order or pursuant to governmental action, then you shall immediately inform the Company within a reasonable time so that the Company or such Individual will get an opportunity to raise the objections to such disclosures of Confidential Information or Personal Identifiable Information to the relevant authority.

Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance, or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information (“PII”)

“Confidential Information” shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names, and addresses of whatsoever nature, trade dress, copyrights, patents (including applications, continuations, reissues, and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client’s trade secrets.

“Personal Identifiable Information” (PII) shall means

- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

18) Ownership of Inventions: “Inventions” are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise, the underemployment on which you are directly

or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title, and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in India, the United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledges and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty-free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

19) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in Annexure-II. Please note that all documents mentioned in Annexure-II are mandatory & you'll not be allowed to join without them.

20) Acceptance: We request you to go through the offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before the date of joining, whichever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or costs, etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause 15,16 & 17 of this letter will survive even after termination, or cancellation of this offer letter or resignation of the employee.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Purv Baraskar** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____



12-Jan-2022

Amol Kunde
B.E. Information Technology
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Amol Kunde,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:

1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1389064/3.0

Confidential

Sep 09, 2021

Pratham Morya
17 Mali Kuaa
Near Flower Market,Ratlam
Ratlam

Dear Pratham,

Subject:**Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:**Salary -**

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **September 23, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period. The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at apoorva_kambli@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.
Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.
I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **Sep 09, 2021**Grade: **3.0**Location: **Pune**Name: **Pratham Morya**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		31,778
	Total for the year [M * 12] [A]		381,336
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		43,008
III	Annual Component		
	Provision for your gratuity [C]	4%	5,664
	Annual Gross Salary [A + B + C]		430,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		471,008

Yours sincerely,

For Persistent Systems

Kalpna Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance

- Personal Accident

- Medicaid Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Accept the offer 



02-Dec-2021

Pankaj Kumawat
B.E. Electronics and Telecommunication Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Pankaj Kumawat,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



ZIP Infolutions Pvt Ltd

Website: <http://growisto.com>, Email: contact@growisto.com

14th January 2022

Parikshit Balwani
MIG-9, New Subhash Nagar,
Raisen Road, Bhopal
Madhya Pradesh - 4602023
Pan No- DWCPB7271P

Your Employment with ZIP Infolutions Pvt. Ltd.

Dear Parikshit,

We are pleased to confirm your offer of employment with ZIP Infolutions Pvt. Ltd. (the "Company") on the following terms:

1. **Position.** You will start in a full-time position as Intern. Your designation will change as per the below-mentioned timelines:

Duration	Designation
0 to 0.5 years	Intern
0.5 to 2.5 years	Business Analyst

2. **Employment and Probation.** Your joining date will be 24th January 2022. Your probation period will be for three (3) months. You will be duly notified if you have not successfully completed your probationary period or extension thereof. In the absence of any such notification from the Company at the end of your probationary period, you will be deemed to have successfully completed your probationary period.
3. **Exclusivity and No Bar.** By signing this letter, you confirm with the Company that you are under no contractual or other legal obligations that would prohibit you from performing your duties with the Company.
4. **Compensation & Employee Benefits –** Effective the date of your reporting for duties, you will be eligible for salary, allowances and other benefits as specified in the enclosed salary annexure. The remuneration as indicated in the annexure is comprehensive and all-inclusive and hence it shall be deemed to include all the liabilities of the company. Your remuneration package is strictly confidential between you and the company and should not be discussed with anyone.
5. **Appraisal.** The Company plans to conduct an employee review at least once every financial year.
6. **Leave.** Upon commencement of employment, you will begin to accrue paid time off at a rate of 1.75 days per month, time which can be taken for vacation, illness or any other personal reason. After a notice of termination has been given pursuant to paragraph 9, you will not be entitled to take annual leave notwithstanding any approval given before the date of the notice of termination unless the Company in its discretion otherwise determines.

Corporate Office: 1st and 2nd Floor, Kagalwala House, Plot No. 175, Near Metro House, CST Road, Kalina, BKC, Santacruz-E, Mumbai Bandra Suburban, Mumbai – 400098

CIN: U72400MH2015PTC261300



ZIP Infolutions Pvt Ltd

Website: <http://growisto.com>, Email: contact@growisto.com

7. **Reimbursement for Expenses.** You will be reimbursed directly for reasonable expenses incurred by you in performance of your duties, in accordance with the Company's Expense Policy. This shall include all normal and related expenses such as telephone calls, travel expenses (only for the client visit), courtesy meals for clients and customers and company related operating expenses related to your automobile (mileage reimbursement). The company is not entitled to pay the to and fro travel cost from home/ PG/ hotel to the office. As a regular employee of the Company you will also be eligible to participate in all Company-sponsored benefits that other employees receive.
8. **Confidential Information and Inventions Agreement.** During your employment with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your employment) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or ought reasonably to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers. The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law. The contents of this letter are confidential in nature and should not be disclosed to others.
9. **Employment Relationship.** Your employment with the Company will be and for no specific period of time "at will," meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. During your probationary period, either party may terminate your employment by giving the other party 7 days' written notice or payment in lieu of all or part of such notice period. After the probationary period, either party can terminate the employment by giving the other party 60 days' written notice ("Notice Period"), provided however the Company may in its sole discretion release you earlier on certain conditions to be determined by the Company at the time of termination or by the Company making a payment in lieu of all or part of the Notice Period. The Company also retains the discretion to make all other decisions concerning your employment (e.g. corrective actions, transfers, job responsibilities, compensation, or any other managerial decisions).
10. **Immediate Termination.** The Company has the sole rights to terminate your employment if you materially breaches any of the provisions of this Agreement, without prior approval of the Company. In case you are found to be indulged in any misconduct/ misbehaviour with any other employee or client of the Company or in any illegal activities, your employment shall be terminated immediately.
11. **Plagiarism.** Your services will be terminated immediately by the company, without any prior notice, if you are found to plagiarise from other sources including, but not limited to, newspapers, magazines, journals, blogs, or any online portal. In such cases, you will be immediately relieved from the services of the company without any notice. Growisto also reserves the right to initiate legal proceedings against you in such a case.

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CIN: U72400MH2015PTC261300



ZIP Infosolutions Pvt Ltd

Website: <http://growisto.com>, Email: contact@growisto.com

12. **Outside Activities.** While you render services to the Company, you agree that you will not engage in any other employment, free lancing, consulting or other business activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or entity in competing with the Company, in preparing to compete with the Company or in hiring any employees or consultants of the Company.
13. **Withholding Taxes.** All forms of compensation referred to in this letter are subject to reduction to reflect applicable withholding and payroll taxes.
14. **Entire Agreement.** This letter supersedes and replaces any prior understandings or agreements, whether oral or written, between you and the Company regarding the subject matter described in this letter. Any contrary representations which may have been made to you are superseded by this offer. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and the Director of the Company.
15. **Delay, laches, forbearance and waiver.** Any delay, laches, forbearance by the Company in taking notice and acting on a default of the Employee, the Company shall not be deemed to have waived or acquiesced from or barred from taking mitigative action.
16. **Jurisdiction.** Your employment shall be governed by and interpreted in accordance with the laws of India. You shall submit to the exclusive jurisdiction of Mumbai courts in relation to any dispute arising in connection with your employment and this letter.
17. **Indemnity.** To the extent of this agreement and breach thereof you will indemnify and keep the company indemnified of from and against any breaches thereof.

We hope that you find the foregoing terms acceptable. You may indicate your agreement with these terms and accept this offer by signing and dating the duplicate original of this letter and returning them to me. This offer, if not accepted, will expire at the close of business on 17th January 2022.

Let me add that we at ZIP Infosolutions Pvt. Ltd. look enthusiastically to your joining us, and look forward to a long and successful relationship. We also wish to take this opportunity to welcome you to the Group and wish you every success with the Company.

Sincerely,
ZIP Infosolutions Pvt. Ltd.

By: Pritesh Mittal, Director

Corporate Office: 1st and 2nd Floor, Kagalwala House, Plot No. 175, Near Metro House, CST Road, Kalina, BKC, Santacruz-E, Mumbai Bandra Suburban, Mumbai – 400098

CIN: U72400MH2015PTC261300



ZIP Infolutions Pvt Ltd

Website: <http://growisto.com>, Email: contact@growisto.com

Upon signing this letter I accept the terms described in this letter. I agree as a condition of my employment to comply with the terms as amended and revised from time to time.

Signature: _____ Name: _____

Dated: _____ Phone No: _____

Salary Annexure

Compensation Breakup (INR)				
Particulars	Intern (0 to 0.5 Years)	BA (0.5 to 1.5 years)	BA (1.5 to 2.5 years)	Total Payout
Basic	72,000			
HRA	36,000			
Conveyance	19,200			
LTA	15,000			
Special Pay	6,000			
PF - Employers Contribution	21,600			
Fixed Compensation	180,000			
Special Allowance	0			
Total Compensation	180,000			90,000
Basic		160,000		
HRA		80,000		
Conveyance		19,200		
LTA		15,000		
Special Pay		13,333		
PF - Employers Contribution		21,600		
Fixed Compensation		400,000		
Performance Bonus*		100,000		
Special Allowance		150,000		
Total Compensation		650,000		650,000

Basic			220,000	
HRA			110,000	
Conveyance			19,200	
LTA			15,000	
Special Pay			18,333	
PF - Employers Contribution			21,600	
Fixed Compensation			550,000	
Performance Bonus*			100,000	
Special Allowance			150,000	
Total Compensation			800,000	800,000
Total Compensation (2.5 years)				1,540,000

Note:

- Special Allowance will be paid after completion of 6 months and 2.5 years respectively. In the unlikely event you choose to leave the Company or if your services are terminated for any reason whatsoever before the completion of 2.5 years of employment with the Company, the special allowance will be construed as debt due and should be repaid fully by you before your last working day.
- Performance bonus will be determined based on your performance as well as the company's performance
- Performance Bonus and Special allowance will be paid only if you are on the rolls of the company at the time of pay out. You would not be eligible for this pay out if you have resigned/exited or are serving notice.

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CIN: U72400MH2015PTC261300

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Offer Letter Body

Page 1 of 3



Reference: Persistent/Academic Intern/1197646/0.2

**Internship Offer Letter
Confidential**

Dec 21, 2021

**Mr Utkarsh Jain
2160 wright town
Near Delhi Car Accessories Shop
Jabalpur 482003**

Dear Utkarsh,

Subject: **Your engagement as an Academic Intern with Persistent**

With reference to your application for industrial training with us, and the subsequent selection process, we are pleased to inform you that you have been selected as **an Academic Intern** at grade **0.2** with Persistent Systems (Company). This offer is made to you as part of your Academic Curriculum.

The duration and start date of the internship will be communicated to you in due course of time separately.

During the internship period you will be paid a consolidated monthly stipend of Rs. 10,000 per month. You will also be eligible for benefits such as free lunch, snacks, tea and coffee during your internship period.

All terms and conditions in this document, read with any other document specifically referred herein and incorporated hereto by such reference, collectively shall constitute the entire understanding between the Academic Intern and the Company.

Company does not assure you or commit (a) any extension of this internship beyond the period stipulated under this letter and/or offer you employment with Company and/or absorb you as an employee of the Company in future. Unless otherwise specifically agreed in writing by Company, there shall be no employee-employer relationship between you and Company.

1. Working days

Normal working days for Company are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other weekly off day. The normal working hours are forty five hours per week.

2. Holidays and Leaves

You will not be eligible for any leave or compensatory off during internship period.

3. Termination of Internship

The internship can be terminated with one week notice or stipend (if you are eligible for stipend under this letter), in lieu of the notice period on either side.

The Company can terminate your internship without any notice period in case the internship is terminated on grounds of:

- i. Breach of confidentiality or IP related obligations
- ii. Violation of law
- iii. Gross Misconduct
- iv. Material breach of Company policy.

In such event, the Company will not be liable to pay stipend (if payment is otherwise stipulated in this letter) in lieu of notice period.

In case the last day of your internship falls on a non-working day, your last day of internship shall be the immediate previous working day.

The internship period can be terminated by whatsoever reasons by either party by giving one week notice period.

4. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

Please contact **Rajeshwari Joshi** (Ph. No. **020-66965038**) on the date of joining. We request you to report at 9 am at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

5. Documents required at the time of joining

At the time of joining, the following original certificates/documents along with one photocopy should be furnished. Original certificates/documents will be returned to you after verification.

Sr. No	Description
1	Certificates of educational qualification - SSC (10th Equivalent), School leaving, HSC (12th equivalent).
2	Certificate of Graduation/Post Graduation and Mark Sheets
3	2 recent passport size color photographs
4	Photo-attested bonafide certificate from college Principal

We welcome you to the Persistent family and look forward to a mutually fulfilling association.

**Yours sincerely,
For Persistent Systems Ltd**

**Kalpana Kudlingar
Head - Campus Talent Acquisition**

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of me having accepted the offer and the terms and conditions set out in this letter.

Also, I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company on the date communicated to me separately.

Date:

**Signature:
Name:**

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009
CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Not Specified 

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Offer Letter Body

Page 1 of 3



Reference: Persistent/Academic Intern/1197704/0.2

**Internship Offer Letter
Confidential**

Dec 22, 2021

Mr Krishna Kant Rawat
Village bhansada khurd
badounikhurd
Datia 475686

Dear Krishna,

Subject: **Your engagement as an Academic Intern with Persistent**

With reference to your application for industrial training with us, and the subsequent selection process, we are pleased to inform you that you have been selected as **an Academic Intern** at grade **0.2** with Persistent Systems (Company). This offer is made to you as part of your Academic Curriculum.

The duration and start date of the internship will be communicated to you in due course of time separately.

During the internship period you will be paid a consolidated monthly stipend of Rs. 10,000 per month. You will also be eligible for benefits such as free lunch, snacks, tea and coffee during your internship period.

All terms and conditions in this document, read with any other document specifically referred herein and incorporated hereto by such reference, collectively shall constitute the entire understanding between the Academic Intern and the Company.

Company does not assure you or commit (a) any extension of this internship beyond the period stipulated under this letter and/or offer you employment with Company and/or absorb you as an employee of the Company in future. Unless otherwise specifically agreed in writing by Company, there shall be no employee-employer relationship between you and Company.

1. Working days

Normal working days for Company are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other weekly off day. The normal working hours are forty five hours per week.

2. Holidays and Leaves

You will not be eligible for any leave or compensatory off during internship period.

3. Termination of Internship

The internship can be terminated with one week notice or stipend (if you are eligible for stipend under this letter), in lieu of the notice period on either side.

The Company can terminate your internship without any notice period in case the internship is terminated on grounds of:

- i. Breach of confidentiality or IP related obligations
- ii. Violation of law
- iii. Gross Misconduct
- iv. Material breach of Company policy.

In such event, the Company will not be liable to pay stipend (if payment is otherwise stipulated in this letter) in lieu of notice period.

In case the last day of your internship falls on a non-working day, your last day of internship shall be the immediate previous working day.

The internship period can be terminated by whatsoever reasons by either party by giving one week notice period.

4. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

Please contact **Rajeshwari Joshi** (Ph. No. **020-66965038**) on the date of joining. We request you to report at 9 am at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

5. Documents required at the time of joining

At the time of joining, the following original certificates/documents along with one photocopy should be furnished. Original certificates/documents will be returned to you after verification.

Sr. No	Description
1	Certificates of educational qualification - SSC (10th Equivalent), School leaving, HSC (12th equivalent).
2	Certificate of Graduation/Post Graduation and Mark Sheets
3	2 recent passport size color photographs
4	Photo-attested bonafide certificate from college Principal

We welcome you to the Persistent family and look forward to a mutually fulfilling association.

**Yours sincerely,
For Persistent Systems Ltd**

**Kalpana Kudlingar
Head - Campus Talent Acquisition**

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of me having accepted the offer and the terms and conditions set out in this letter.

Also, I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company on the date communicated to me separately.

Date:

Signature:

Name:

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696

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1

Offer Letter Body

Page 1 of 3



Reference: Persistent/Academic Intern/1198065/0.2

**Internship Offer Letter
Confidential**

Dec 22, 2021

**Mr Rishabh Kothari
55-C, Vandana Nagar, Indore (M.P.)
Indore 452018**

Dear Rishabh,

Subject: **Your engagement as an Academic Intern with Persistent**

With reference to your application for industrial training with us, and the subsequent selection process, we are pleased to inform you that you have been selected as **an Academic Intern** at grade **0.2** with Persistent Systems (Company). This offer is made to you as part of your Academic Curriculum.

The duration and start date of the internship will be communicated to you in due course of time separately.

During the internship period you will be paid a consolidated monthly stipend of Rs. 10,000 per month. You will also be eligible for benefits such as free lunch, snacks, tea and coffee during your internship period.

All terms and conditions in this document, read with any other document specifically referred herein and incorporated hereto by such reference, collectively shall constitute the entire understanding between the Academic Intern and the Company.

Company does not assure you or commit (a) any extension of this internship beyond the period stipulated under this letter and/or offer you employment with Company and/or absorb you as an employee of the Company in future. Unless otherwise specifically agreed in writing by Company, there shall be no employee-employer relationship between you and Company.

1. Working days

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2. Holidays and Leaves

You will not be eligible for any leave or compensatory off during internship period.

3. Termination of Internship

The internship can be terminated with one week notice or stipend (if you are eligible for stipend under this letter), in lieu of the notice period on either side.

The Company can terminate your internship without any notice period in case the internship is terminated on grounds of:

- i. Breach of confidentiality or IP related obligations
- ii. Violation of law
- iii. Gross Misconduct
- iv. Material breach of Company policy.

In such event, the Company will not be liable to pay stipend (if payment is otherwise stipulated in this letter) in lieu of notice period.

In case the last day of your internship falls on a non-working day, your last day of internship shall be the immediate previous working day.

The internship period can be terminated by whatsoever reasons by either party by giving one week notice period.

4. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

Please contact **Rajeshwari Joshi** (Ph. No. **020-66965038**) on the date of joining. We request you to report at 9 am at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

5. Documents required at the time of joining

At the time of joining, the following original certificates/documents along with one photocopy should be furnished. Original certificates/documents will be returned to you after verification.

Sr. No	Description
1	Certificates of educational qualification - SSC (10th Equivalent), School leaving, HSC (12th equivalent).
2	Certificate of Graduation/Post Graduation and Mark Sheets
3	2 recent passport size color photographs
4	Photo-attested bonafide certificate from college Principal

We welcome you to the Persistent family and look forward to a mutually fulfilling association.

**Yours sincerely,
For Persistent Systems Ltd**

**Kalpana Kudlingar
Head - Campus Talent Acquisition**

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of me having accepted the offer and the terms and conditions set out in this letter.

Also, I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company on the date communicated to me separately.

Date:

Signature:

Name:

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009
CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Accept the offer ▼

1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1386620/3.0

Confidential

Sep 28, 2021

Hitesh Gulwani
303 A Usha Nagar Extension
F-102 Shivam Apartment
Indore

Dear Hitesh,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:**Salary -**

Your Annual Cost To Company will be Rs. **750,008**. Your Annual Gross Salary will be Rs. **709,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **October 11, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period. The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at apoorva_kambli@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter. Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process. I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **Sep 28, 2021**Grade: **3.0**Location: **Pune**Name: **Hitesh Gulwani**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		20,100
2	House Rent Allowance	50%	10,050
3	Company contribution to E.P.F./Special Pay I		2,412
4	Superannuation fund/Special Pay II	15%	3,015
5	National Pension Scheme/Special Pay III	10%	2,010
6	Leave Travel Assistance	10%	2,010
7	Performance Pay	10%	2,010
8	Statutory Bonus/Ex-gratia	20%	4,020
9	Upkeep Pay		6,744
	Total to be paid monthly (M)		52,371
	Total for the year [M * 12] [A]		628,452
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		5,909
	Total CPB 10% of Annual Gross Salary [B]		70,908
III	Annual Component		
	Provision for your gratuity [C]	4%	9,648
	Annual Gross Salary [A + B + C]		709,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		750,008

Yours sincerely,

For Persistent Systems

Kalpna Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance

- Personal Accident

- Medicaid Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

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**Come work at the
heart of change**



To,

Name : Sonal Jain

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

Dear Sonal Jain,

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 Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
 - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
 - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
 - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; 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

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**Come work at the
heart of change**



To,

Name : Muskan Mehta

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

Dear Muskan 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 Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
 - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
 - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
 - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; 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

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**Come work at the
heart of change**



To,

Name : Kunal Baghel

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

Dear Kunal Baghel,

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 Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
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Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; 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

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To,

Name : Kritika Joshi

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

Dear Kritika Joshi,

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 Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
 - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
 - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
 - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; 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.
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You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

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To,

Name : Yash Patidar

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

Dear Yash Patidar,

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.

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Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
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To,

Name : Rajnarayan Bakure

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

Dear Rajnarayan Bakure,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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Annexure A

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- Proposed role - Application Development Associate
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12-Jan-2022

Aditya Joshi
B.E. Electronics and Telecommunication Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Aditya Joshi,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar

Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:

POSHMARK INDIA PRIVATE LIMITED

KRM PLAZA, SOUTH WING, 6TH FLOOR – 2, HARRINGTON ROAD
CHENNAI - 600 034, INDIA

December 15, 2021

Aditya Pratap Singh Rajput
**216, Rajput Colony, Sainkheda, Distt - Narsinghpur, Madhya Pradesh, India
487661**

Re: Internship with Poshmark India Private Limited

Dear Aditya:

Welcome to Poshmark India Private Limited.

In accordance with our recent discussions, this letter and appendices (the "Agreement") will confirm the terms and conditions of your employment with Poshmark India Private Limited (the "Company").

1. Commencements and Term of Employment

- a) Your effective date of employment will be January 18th, 2022(the "Joining Date").
- b) Your employment will be for term of 5 months subject to termination according to the terms of this Agreement, and in accordance with applicable law.

2. Compensation

- a) You will be engaged in the position of Software Engineering Intern, Android. Your stipend will be Rupees 40,000 per month, and payable by the 30th of every month (subject to any deduction required by law).

3. Employment Duties/Location

- a) You will be initially employed in the position of **Software Engineering Intern, Android**. You will initially report to the **Engineering Manager, Android** of the Company, currently **Shrikanth R**
- b) Your normal place of work will be at the Company office, located at **KRM Plaza, South Wing, 6th Floor – 2, Harrington Road, Chennai 600 034**.
- c) You hereby agree that, during the period of employment under this Agreement, you will diligently and loyally devote all of your professional skills, time, energy and best efforts to the performance of your duties on behalf of the Company. Further, you agree to the additional material terms and conditions as set forth in Appendix A.

4. Work Hours

- a) You will normally be required to work from **9:00 AM - 6:00 PM Monday through Friday**. However, your actual working hours may vary according to the business activities of the Company. You expressly agree to accept such hours of work without additional compensation, in accordance with applicable laws.

5. Disability

- a) You will notify the Company immediately if you become incapacitated and unable work. You must also inform the Company of the probable duration of such incapacitation, and if requested, provide the reasons for your incapacitation.
- b) In case of illness, by the third calendar day of your absence, you will provide the Company with a medical certificate of incapacitation that includes its probable duration. In the case of illness exceeding the stated period, you will provide an additional medical certificate within three (3) days after the expiry of the previous medical certificate.
- c) If you comply with Company policies and procedures related to medical absence notification and certification, you may be entitled to certain disability compensation for such periods absence according to the Company's policies in effect at the time, in accordance with applicable law.

6. Termination of Employment Relationship

- a) The Company and you mutually accept the possibility that at some future point the Company or you may wish to end this employment.
- b) The Company may terminate your employment without notice or payment in lieu thereof if you commit any material breach of this Agreement, fail to observe its terms, conditions or stipulations, or are guilty of any serious negligence or gross misconduct in connection with the business or affairs of the Company.

7. Mutual Remedies

- a) The Company and you each agree that if either party violates this Agreement, the Company and you may each, in addition to damages, be subject to court enforcement of the specific terms and provisions of this Agreement. Consequently, the Company and you consent to court enforcement of the specific language of this Agreement.
- b) All of the rights, duties and obligations as set forth in this Agreement are in addition to those provided by applicable law. The remedies specifically provided for in this Agreement will not preclude the Company or you from pursuing additional remedies available under law.

8. Misconduct/ Breach

You may be suspended from the performance of your duties or excluded from Company premises during any notice period or if the Company reasonably believes you have engaged in misconduct or otherwise breach the terms and condition of employment such that the circumstances must be investigated. You will continue to receive your full salary during any period of notice or suspension. However, the Company is under no obligation to provide you with any work during that period and you will not be entitled to work for yourself or for another person or company, in particular under a term or contact with any of the Company's clients or suppliers.

9. Compliance with Applicable Laws

- a) You agree to comply with all applicable laws, regulations, and governmental orders of India and the United States of America, now or hereafter in effect, relating to your employment by the Company, including but not limited to local bribery laws, the Prevention of Corruption Act of 1988, the UK Bribery Act 2010, and the United States Foreign Corrupt Practices Act.
- b) Without limiting the generality of the foregoing, you represent and warrant that you have not, and shall not at any time during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any government official, political party, candidate for political office, or public international organization; or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party or candidate for political office, or public international organization, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.
- c) You further represent and warrant that you have not, and shall not during your employment with the Company, pay, give, offer or promise to pay or give, accept, or promise to accept any money or any other thing of value, directly or indirectly, to or from any person or entity, public or private, located anywhere in the world, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

10. Representing the Company

You may not represent yourself as an authorized agent of the Company except in the course of the proper performance of your duties or where authorized to do so. When your employment ends, you must not hold yourself out in any business context as being an employee or representative of, or otherwise affiliated with the Company. If you misrepresent or deceive in this respect, or otherwise attempt to interfere with the existing business relations between the Company, including but not limited to, its customers, agents and suppliers, the Company may initiate legal proceedings against you to prevent any recurrence and to recover any losses.

11. Company and Client Property

All Company equipment, including but not limited to notes, memoranda, records, literature, publication, type set, lists of customers, suppliers and employees, correspondence, computer and other discs, drives and tapes, data listings, codes, keys and passwords, designs, drawings and other documents or material whatsoever (whether or not made or created by you and in any medium or format) relating to the business of the Company or a company group or any client of the Company or company group (and any copies of the same) shall be and remain the property of the Company, company group or the relevant client. As requested by the Company, you must provide the Company with any such Company equipment mentioned above, and in any event on the termination of your employment.

12. Duty to Cooperate

Upon termination of your employment, you agree to fully cooperate and assist the Company, at the Company's request and sole expense, by providing truthful testimony or information with respect to all inquiries, investigations, claims and litigations, or any other matter pertaining to the Company. Further, you agree to fully, unconditionally and immediately cooperate and assist the Company with any matter whatsoever if the Company believes your assistance is required.

13. Company Documentation

You agree that during your employment you shall not make, use or permit to be used any Company documentation, except for the benefit of the Company. Company documentation includes, but is not limited to, notes, memoranda, reports, lists, records, drawings, sketches, specifications, software programs,

data documentation or other materials of any nature and in any form, whether written, printed or in digital format or otherwise relating to any matter within the scope of the business of the Company or concerning any of its dealings or affairs, whether or not they contain or embody any Confidential Information or any Developments (as hereinafter defined). You further agree that you shall not, after the termination of your employment, use or permit others to use any such Company documentation, it being agreed that all Company documentation shall be and remain the sole and exclusive property of the Company. Immediately upon the termination of your employment you shall deliver all Company documentation in your possession, and all copies thereof, to the Company, at its main office.

14. Successors and Assigns

The Company may assign this Agreement to its successors and assigns, and all covenants and agreements hereunder shall inure to the benefit of and be enforceable by said successors or assigns. In contrast, this Agreement is personal to you and may not be assigned by you.

15. Notice

Any notice given under this Agreement to you may be served by hand delivery, or by registered airmail, where appropriate, to you at your last known address. Service will be deemed valid on the business day of receipt (or if on a Sunday, the following business day). Notice to the Company may be hand delivered or sent by registered airmail, where appropriate, to the Company's registered office for the time being.

16. Remedies upon Breach

You agree that any breach of this Agreement by you may cause irreparable damage to the Company and that in the event of such breach the Company shall have, in addition to any and all remedies of law, the right to an injunction, specific performance or other equitable relief to prevent the violation of your obligations hereunder.

17. Absence of Conflicting Agreements

You understand that the Company does not desire to acquire from you any trade secrets, know how or confidential business information that you may have acquired from others. You represent that you will not use such information in the performance of your duties for the Company. You also represent that you are not bound by any agreement or any other existing or previous business relationship which conflicts with or prevents the full performance of your duties and obligations to the Company during the course of employment.

18. Severability and Reformation

You hereby agree that each provision herein shall be treated as a separate and independent clause, and the unenforceability of any clause shall in no way impair the enforceability of any of the other clauses of the Agreement. If one or more of the provisions in this Agreement is for any reason held to be excessively broad as to scope, activity, or subject so as to be unenforceable, such provision(s) will be construed by limiting or reducing it or them, so as to be enforceable to the maximum extent permitted by applicable law. You hereby further agree that the language of all parts of this Agreement shall in all cases be construed as a whole according to its fair meaning and not strictly for or against either of the parties.

19. Miscellaneous

Any amendment to or modification of this Agreement, or any waiver of any provision hereof, shall be in writing and signed by the Company. Any waiver by the Company of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of such provision or any other provision hereof. The headings in Agreement are for reference only and do not define, limit or affect the Agreement. Your obligations under this Agreement shall survive the termination of your employment

Page 5

regardless of the manner of such termination and shall bind your heirs, executors, administrators and legal representatives.

20. Choice of Law

This Agreement is to be governed and construed by the laws of **Tamil Nadu, India**.

This Agreement, including its Appendices, supersedes any prior oral or written agreements between the parties relating to your employment or any other engagement with the Company, and constitutes the entire agreement between the parties.

The Company and you acknowledge and agree that the foregoing accurately describes the relationship that you will enter into with the Company, and the Company and you agree that this Agreement is fair and reasonable. The Company and you acknowledge the acceptance and understanding of this Agreement by the respective signatures below.

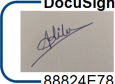
SIGNED ON BEHALF OF **POSHMARK INDIA PRIVATE LIMITED**

DocuSigned by:

56F5C51AAF1E421...

By: Manish Chandra
Title: Director

AGREED AND EXECUTED

DocuSigned by:

88824E78E5DA4E8

By: Aditya Pratap Singh Rajput

APPENDIX A**1. Non-Competition, Non-Solicitation, and Confidentiality Obligations**

The following additional material terms and conditions of your employment are incorporated into the Agreement to which this Appendix B is attached. The Company and you hereby agree to be bound by these terms to the same degree and manner as all terms of the Agreement.

1. Duty of Loyalty

You understand that you owe a duty of loyalty to the Company during your employment. As part of that duty, you agree that you will: (a) apply best efforts to your work; (b) avoid activity that may adversely affect the Company, its employees, customers, products or the company group; (c) promptly inform the Company of any opportunity that arises during your employment that relates to Company's business; and (d) not use such business opportunities for your own gain or for that of any third party, as all opportunities you learn of during the your employment relating to the business of Company are owned by Company.

2. Changes in Employment Status

The obligations and restrictions established in this Agreement shall continue to apply to you regardless of whether you are promoted, demoted, transferred or if your job assignment changes in any way during your employment with Company.

3. Non-Competition

You agree that, during your employment with Company and for a period of twelve (12) months thereafter, regardless of the reason for or manner of separation, you shall not, directly or indirectly, be employed by, contract with, perform services for, own, manage, operate, or control any company or business which sells or licenses products or services that are competitive with the products or services sold or licensed by Company, or that are in development by Company, as on the date of your termination of employment. Notwithstanding the foregoing, you are not prohibited from purchasing and holding up to 5% of the stock in any publicly traded company as a passive investment.

4. Non-Solicitation

You agree that during your employment with Company, and for a period of twelve (12) months following your employment with Company, regardless of the reason for or manner of separation, you will not: (a) solicit, divert or accept business from a customer or potential customer on behalf of a competitor, or otherwise offer products and services in competition with the Company or a company group to a customer or prospective customer, (i) with whom you had contact while employed by Company or (ii) about whom you obtained Confidential Information while employed by Company; or (b) induce or attempt to induce any customer to reduce or terminate its business with Company regarding customers (i) with whom you had contact while employed by Company or (ii) about whom you obtained Confidential Information while employed by Company; or (c) disclose the names or contact information of any customer or prospective customer to any other person, firm, corporation or entity; or (d) hire any Company or company group employee, or hire any former employee who worked for Company at any time within the last year of your employment, or encourage, solicit or induce any Company employee to leave the Company.

For the avoidance of doubt, "customer" means any commercial entity or governmental agency that has purchased product(s), maintenance services or professional services from the Company (directly or indirectly) within the eighteen (18) months preceding your Joining Date). Further, "prospective customer" means any commercial entity or governmental agency that has issued an RFP, RFI, or requested a quote from the Company (directly or indirectly); or any commercial entity or governmental agency to whom the Company has submitted a response (directly or indirectly) to an RFP, RFI or request for quote; or any commercial entity or governmental agency to whom the Company was in the process of drafting such a response, within the nine (9) months preceding your date of termination.

5. Confidentiality

You acknowledge that you may have access to the Company's Confidential Information during your employment with the Company. "Confidential Information" means confidential or proprietary information including, but not limited to, hardware, software, documentation, technology, trade secrets, product plans, financial information, customer and supplier lists, employee information protected by law, business and technology strategies, pricing, blueprints, designs, product roadmaps, manufacturing processes, functional requirements and any other sensitive business information belonging to the Company, the company group or a party to whom the Company is charged with responsibility for keeping such information confidential. Confidential Information does not include information that: (a) is in or enters the public domain through no act or fault on your part; (b) you rightfully knew of prior to disclosure by the Company, if you can show this by reasonable evidence; or (c) is lawfully obtained from a third party who is authorized to disclose.

All Confidential Information will remain the property of the Company and no license or other right to such information is granted or implied hereby. All Confidential Information developed by you in connection with your employment with the Company shall be the sole and exclusive property of the Company. In the event such Confidential Information developed in connection with your employment with the Company is deemed not to be the property of the Company, you hereby assign all rights thereto to the Company and hereby agree to sign all documents reasonably necessary in the opinion of the Company to eliminate any ambiguity as to ownership by the Company.

You represent and warrant that during and after your employment with the Company, regardless of the reason for or manner of separation, you will use Confidential Information solely in the performance of your job duties as an employee of the Company and will not use or disclose such Confidential Information for any other purpose, including without limitation: (a) use with a future employer; (b) disclosure to a future employer or an employee thereof; or (c) use in your business or for personal gain.

6. Intellectual Property Rights

(a) Attached hereto, as Exhibit 1, is a list of all inventions, original works of authorship, developments, improvements, copyrights and patents that you made or developed prior to the date hereof, that belong to you. If no such list is attached or is blank, you represent that no such inventions exist.

(b) You agree that all ideas, techniques, inventions, systems, business and marketing plans, projections and analyses, discoveries, technical information, programs, prototypes, copyrightable works of authorship, including without limitation software code, and similar developments, improvements or creations developed, conceived, created, discovered, made, or written by you in the course of or as the result, directly or indirectly, of the performance of your employment duties with the Company (the "Developments"), and all related intellectual property rights, including but not limited to, writings and other works of authorship, United States and foreign patents, mask works, copyright and trademark registrations and other forms of intellectual property protection, shall be and remain the property the Company. You further agree to assign (or cause to be assigned) and do hereby assign fully, on a perpetual and worldwide basis, to the Company all such Developments and any copyrights, patents, mask work rights or other intellectual property rights relating thereto. You agree that all copyrightable Developments created by you during your employment with the Company shall be the property of the Company, which shall be the author and owner of the copyright in such works, as per Section 17 of the Copyright Act, 1957. In the event copyrightable Developments created by you are not automatically the property of the Company by virtue of Section 17 of the Copyright Act, 1957, you hereby agree to assign all rights, title and interest therein, without further consideration, to the Company. You, insofar as you have the right to do so, agree that you will execute or cause to be executed such United States, Indian and foreign patents, mask works, copyright, design, geographical indications and trademark registrations and other documents and agreements and take such other action as may be desirable in the opinion of the Company to enable intellectual property, copyright and other forms of protection for Developments to be obtained, maintained, renewed, preserved and protected throughout the world by or on behalf of the Company.

If the Company is unable, after exercising reasonable efforts, to secure your signature on any application for patent, copyright, design, trademark, geographical indications, analogous registration, or other documents regarding

any legal protection regarding Developments or other works and inventions, whether because of your physical or mental incapacity or for any other reason, you hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as your agent and attorney-in-fact to act for and on your behalf and to execute and file any such application or applications or other documents and to do all other lawfully permitted acts to further the prosecution and issuance of such patent, copyright, design, geographical indications or trademark registrations or any other legal protection thereon with the same legal force and effect as if executed by you.

(c) You agree that if, during your employment with Company, you incorporate into any invention, service, or product, any invention, improvement, Development, concept, discovery or other proprietary information owned by you or in which you have an interest: (i) you will inform the Company, in writing, before making such incorporation; and (ii) the Company is hereby granted and will have a nonexclusive, royalty-free, perpetual, irrevocable, worldwide license to make, have made, modify, use and sell such item as part of or in connection with such invention, services, or Development. You will not incorporate any invention, service, or product, any invention, improvement, concept, discovery or other proprietary information owned by any third party without the Company's prior written permission.

(d) During your employment and for a period of one (1) year following the separation of your employment, you agree to promptly notify the Company of any inventions you develop after such separation that are based on, relate to or are a derivative of Developments or Confidential Information. You agree that any invention or work involving you after your separation shall be deemed to result from access to Developments or Confidential Information (including without limitation patentable inventions and copyrightable works) if such invention or work: (i) arose from your work with the Company; or (ii) relates to Company business and is made, created, used, sold, exploited or reduced, or an application for patent, trademark, copyright, design, geographical indications or other proprietary protection is filed by you and/or with your significant aid, within one (1) year after separation of your employment.

7. Employee's Indemnity and Attorney's Fees

You represent and warrant that you will not use in your work for the Company, nor will you bring on to the Company's premises, confidential information, inventions, or other intellectual property that belong to any of your former employers. You further represent and warrant that your employment with the Company will not violate any agreements, including non-competition and/or non-solicitation agreements, with former employers or otherwise violate any obligations you owe to former employers. You shall indemnify and hold the Company harmless for any damages, losses, expenses (including reasonable attorney's fees) incurred by the Company resulting from a breach of the warranties in this Clause 7 or any of your obligations to the Company under this Agreement.

8. Remedies

You understand, acknowledge and agree that in the event of a breach or threatened breach of any of the covenants and promises in this Agreement, the Company shall suffer irreparable injury for which there is no adequate remedy at law. Accordingly, the Company will be entitled to, in addition to all remedies of law, the right to an injunction, specific performance or other equitable relief. All remedies herein are cumulative and not exclusive.

9. Waiver of Breach

All waivers must be in writing duly executed by the party providing such waiver. The parties agree emails are not sufficient to constitute "writing" within the meaning of this Clause 9.

10. No Obligation to Continue Employment

You understand that this Agreement does not create an obligation on the Company or any other person or entity to continue your employment.

Included below is a complete list of all of the Employee's previous inventions, discoveries, concepts or ideas, works or improvements and derivatives thereof or know-how related thereto, which were made or conceived prior to the Employee's employment with the Company and to which the Employee holds title (ownership) thereto, and are hereby excluded from this Agreement:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

(If additional space is required, please use the back of this agreement and initial the end of the list.)



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

December 23, 2021

CONFIDENTIAL

Amit SHARMA
R K Puram
Near police Line
Shajapur, Madhya Pradesh 465001

Dear Amit:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Decision Analytics Associate - Intern in our Business Consulting group, to be based in our Pune office with a start date of January 3, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.



October 12, 2021

Shashi Sad

Dear Shashi,

We are pleased to offer you the position of **Intern** for a period of **25 weeks**. You will report to **Sowmya Vijayalakshmi, Senior Engineering Manager** .

Intern Salary: Your intern fee is **INR 50,000** per month, payable on a monthly basis on the last working day of the month.

The base salary and On Target Earnings (if you are on a sales commission plan) provided in this offer letter is dependent upon your work location where you will perform your job duties as described in your Employment Contract. If you request to change your primary work location, you must first receive VMware approval in accordance with company policies. If you receive approval and relocate to another location, then your compensation and benefit arrangements will be re-evaluated and subject to change in accordance with VMware policies and applicable law.

Stipend: VMware has retained Altair Global, a relocation management firm to help with a stipend payment that is intended for you to use at your discretion. Your Altair consultant will be your primary point of coordination for your stipend payment and addressing your questions; they will reach out to you sixty (60) days prior to your start date to get the payment process started.

Non-Contractual Benefits: Our Company from time to time establishes programs which may provide you with benefit which are not part of this agreement. Such programs may be amended, suspended or discontinued at the company's sole discretion.

Termination: During the period of internship agreement, either party may terminate this agreement by giving one (1) month notice in writing or intern fee in-lieu of notice period if required.

Accident Insurance Cover: During the period of your internship, you will be covered under the Accident Insurance policy, as per the Company norms.

E-Signature – Validity and Counterparts: Both You and the Company agree that the electronic (digital and/or encrypted) signatures of either party included in this Agreement is intended to authenticate their due consent to this agreement (including its annexures and exhibits) in writing and to have the same force and effect as original signatures by hand and accordingly, this Agreement may be executed by electronic signature and shall be considered as an original signature by hand for all purposes. Delivery of a copy of this Agreement (including its annexures and exhibits) or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission or by electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature. Without limitation, “electronic signature” shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

We welcome you and look forward to working with you. To indicate your acceptance, kindly sign a copy of this letter and return it to us as soon as possible.



The terms and conditions of internship are set out in this letter.

Best regards,

A handwritten signature in black ink that reads "Teena Gomes".

Teena Gomes,
Director, Regional HR Services

Agreed to and Accepted:

Shashi Sad

13-10-2021

Signature

Date



October 12, 2021

Dear Shashi

Additional Employment Terms– Future of Work For A Remote Worker

As you are aware, VMware, Inc. and VMware Group Companies (as defined in the Employment Agreement, or if this term is undefined, VMware Group Companies means any subsidiary, holding company or parent company of VMware, Inc. or any subsidiary thereof or company within the VMware group of companies) (collectively referred to in this Letter as 'VMware') are seeking to implement its distributed working philosophy globally. As a result, VMware Software India Private Limited (the "Company" or "we" or "us") is proposing to make certain changes to the terms of your employment to reflect the fact that following the commencement of your employment with us, you will be designated as a **Remote** worker, as set out in this contract variation letter ('Letter'):

1. Introduction

1.1 You are employed by the Company pursuant to the employment agreement which accompanies this Letter (the "Employment Agreement").

1.2 The terms set forth in this Letter:

1.2.1 Will apply to your employment with the Company and any terms relating to the matters contained within this Letter in the Employment Agreement will be varied accordingly to the extent provided for in this Letter;

1.2.2 Shall be read in conjunction with VMware's Global Distributed Work Policy (the 'Policy'), which is non-contractual and subject to amendment or withdrawal at VMware's sole discretion. The Policy sets out additional information in relation to **Remote** working (as defined in section 1.1 of the Policy) that is imperative to the conduct of your role. You agree that you have read, understood and will comply with the terms of the Policy and you understand that failure to do so may result in disciplinary action being taken in respect of your employment including, but not limited to, termination of employment; and

1.2.3 Are subject always to any extenuating circumstances outside of the Company's control which necessitate alternative working arrangements, including Government and Authority requirements, guidance or directions.

1.3 For the avoidance of doubt, in the event of any conflict between the Employment Agreement and the terms in this Letter, the terms in this Letter, to the extent that they vary the terms in the Employment Agreement, shall prevail.

2. Scope

2.1 For the purposes of the Policy, you will be designated as a **Remote** employee.

2.2 The terms of this Letter will be effective from the commencement date set out in your Employment Agreement and until amended or terminated in accordance with clause 9 of this Letter or as otherwise agreed in writing between you and the Company.



3. Place of Work

3.1 In accordance with the Policy, you will work from any suitable location for the proper performance of your duties. You shall communicate the primary location of any such work to the Company, currently via Workday as your “Home Contact Information” address. You are required to keep the primary location of your work in Workday up to date.

The Company reserves the right, on reasonable notice, to vary your primary location of work on a temporary or permanent basis. You may be required from time to time to visit and work at such other locations, including VMware sites, and for such times as the Company and/or your manager considers necessary for the proper performance of your duties. You understand and agree that you will be required to attend a VMware premises as and when business needs dictate such attendance.

3.2 The location where you perform your duties is required to be in **Punasa** unless an alternative arrangement is specifically agreed in writing with the Company.

3.3 You are required to inform the Company as soon as possible if you plan to change your primary residence and you understand and agree that it is your responsibility to keep the Company updated in respect of your primary residence. You understand and agree that any failure to promptly disclose a change in your primary residence could result in disciplinary action including, but not limited to, termination of your employment. Where you plan to change your primary residence for any reason you are required to request prior approval for the continuation of the **Remote** arrangement, or to seek an alternative working arrangement, in advance of you moving to the new primary residence. In such circumstances, the Company reserves the right to determine that the existing **Remote** arrangement is consequently no longer appropriate, or to decline your proposed alternative arrangement, and require you to change to a working arrangement that is suitable to business needs and end your **Remote** arrangement. You may be asked to sign a new document setting out any revisions to your existing arrangement.

3.4 You confirm that you are not in breach of any covenant or agreement when working from your primary residence. You confirm that where relevant, you have obtained all required employment and/or visa approvals from the relevant government authorities to enable you to work with the Company.

3.5 If you require any information in relation to your responsibilities in this regard, please contact apachr@vmware.com.

4. Hours of Work

4.1 Your normal hours of work are set out in your Employment Agreement. You may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.

4.2 Where applicable, you are required to accurately record and report all hours worked in the normal way and in accordance with your Employment Agreement, the Company’s and VMware’s policies, and/or legal requirement.

4.3 You are responsible for regulating your own working time and taking necessary breaks as required by law. If you require any information in relation to your responsibilities in this regard, please contact apachr@vmware.com.



5. Salary

5.1 You acknowledge and agree that your pay may vary in accordance with the terms of VMware's Compensation and Mobility Policy for Employee Requested Moves and any other relevant VMware or Company policy relating to pay zones (as in force and amended from time to time in VMware's sole discretion, "Pay Zone Policies"). As such, the Company reserves the right to adjust your pay in future in accordance with the Pay Zone Policies and applicable local law.

6. Confidentiality, Data Protection and Intellectual Property

6.1 All existing Confidentiality, Data Protection, Data Security and Intellectual Property obligations that you owe to the Company and VMware and where contained in the Employment Agreement or otherwise (including, but not limited to, in the Global Data Privacy Policy and the Acceptable Use Policy) remain unaffected by this Letter and are re-iterated in their entirety. You must read these policies and ensure that you comply with them in carrying out your work.

6.2 You are reminded of your obligation to notify the Information Security Operations Center (SOC@vmware.com) immediately upon becoming aware of a data breach.

7. Health and Safety

7.1 You agree to comply with all applicable health and safety laws as well as guidelines, instructions and/or policies which the Company or VMware may give to you from time to time (including the applicable terms of the Policy) and to complete without delay all health and safety risk assessments/questionnaires and/or trainings that the Company may send to you from time to time. Subject to applicable law, you are expected to take ownership of your safety and are encouraged and empowered to report any health and safety concerns to the Health & Safety Team (health_safety@vmware.com) or your manager.

8. Policies

8.1 You agree to continue to comply with all non-contractual Company and VMware policies, including (but not limited to) the Policy, Respectful Workplace Policy, Global Data Privacy Policy, Acceptable Use Policy, Compensation and Mobility Policy, Global Business Conduct Guidelines, Information Security Policies, and any other policies extended to you in your Employment Agreement or otherwise made available to you by the Company or VMware, all from time to time in force and which are available from the VMware Source Page. You must read these policies and ensure that you comply with them in carrying out your work. You understand and agree that any failure to comply with such policies could result in disciplinary action including, but not limited to, termination of your employment.

9. Termination of Remote working

9.1 If at any time the Company, in its reasonable judgement, considers **Remote** working arrangements to be unsatisfactory or the requirements of your work change such that **Remote** working is no longer appropriate, in light of the Company's business needs, the Company may at its reasonable discretion give you reasonable notice, or may immediately in exceptional business circumstances, terminate and/or change your **Remote** working arrangement to a different work arrangement, to a reasonable extent as business needs may justify.



9.2 On reasonable notice, you may request to change your current arrangement as a **Remote** worker to a different work arrangement and to end **Remote** working subject to Company approval, which shall be exercised reasonably and in accordance with business resources at the applicable time and the Company's policies. The Company may, at its sole discretion, consider your request however the Company shall not be under an obligation to change or end your **Remote** working arrangement based on your request.

10. Monitoring

10.1 Subject to applicable law, the Company reserves the right to monitor your working time and the use of Company and VMware information and information systems in accordance with the VMware Acceptable Use Policy.

11. Right to Enter

11.1 You consent to the Company's representatives, at reasonable times and on reasonable notice, entering your primary residence to:

11.1.1 install, inspect, replace, repair, maintain or service Company property during your employment;

11.1.2 carry out health and safety risk assessments of Company property and your workstation during your employment; and

11.1.3 recover Company property on or after termination of your employment.

12. Miscellaneous

12.1 The changes to the Employment Agreement as set out above will be permanent changes to your terms and conditions of employment. You will have no right to revert back to your previous working pattern unless permitted by the Company in accordance with clause 9.2 above.

12.2 You agree to immediately return any property belonging to the Company or VMware on termination of your employment (howsoever arising) and the Company reserves its right, where permitted by applicable law, to deduct from your salary, or any other sums owed to you, any equivalent monies owed to the Company or VMware for failure to return any such property.

12.3 Unless explicitly varied by the terms of this Letter, all other terms and conditions set forth in the Employment Agreement will remain valid and unaffected by these changes.

12.4 This Letter and your Employment Agreement (and any amendments or documents referred to in it) constitutes the entire agreement between you and the Company and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between you and the Company, whether written or oral, relating to its subject matter.



If you agree to these changes to your Employment Agreement, please indicate your acceptance by e-signing this document along with the offer Letter. If you have any questions, please contact apachrss@vmware.com.

Yours sincerely,

A handwritten signature in black ink that reads "Teena Gomes".

Teena Gomes
Director, Regional HR Services

For and on behalf of the Company

I agree that my Employment Agreement shall be varied by the revised terms and conditions set out in this Letter.

Signature: *Shashi Sad*

Employee Printed Name: Shashi Sad

Date: Oct 13, 2021



November 17, 2021

Akanksha Parmar

Dear Akanksha,

We are pleased to offer you the position of **Intern** for a period of **25 weeks**. You will report to **Sripathi Kodi, Senior Manager, Engineering**.

Intern Salary: Your intern fee is **INR 50,000** per month, payable on a monthly basis on the last working day of the month.

The base salary and On Target Earnings (if you are on a sales commission plan) provided in this offer letter is dependent upon your work location where you will perform your job duties as described in your Employment Contract. If you request to change your primary work location, you must first receive VMware approval in accordance with company policies. If you receive approval and relocate to another location, then your compensation and benefit arrangements will be re-evaluated and subject to change in accordance with VMware policies and applicable law.

Stipend: VMware has retained Altair Global, a relocation management firm to help with a stipend payment that is intended for you to use at your discretion. Your Altair consultant will be your primary point of coordination for your stipend payment and addressing your questions; they will reach out to you sixty (60) days prior to your start date to get the payment process started.

Non-Contractual Benefits: Our Company from time to time establishes programs which may provide you with benefit which are not part of this agreement. Such programs may be amended, suspended or discontinued at the company's sole discretion.

Termination: During the period of internship agreement, either party may terminate this agreement by giving one (1) month notice in writing or intern fee in-lieu of notice period if required.

Accident Insurance Cover: During the period of your internship, you will be covered under the Accident Insurance policy, as per the Company norms.

E-Signature – Validity and Counterparts: Both You and the Company agree that the electronic (digital and/or encrypted) signatures of either party included in this Agreement is intended to authenticate their due consent to this agreement (including its annexures and exhibits) in writing and to have the same force and effect as original signatures by hand and accordingly, this Agreement may be executed by electronic signature and shall be considered as an original signature by hand for all purposes. Delivery of a copy of this Agreement (including its annexures and exhibits) or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission or by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

We welcome you and look forward to working with you. To indicate your acceptance, kindly sign a copy of this letter and return it to us as soon as possible.



The terms and conditions of internship are set out in this letter.

Best regards,

A handwritten signature in black ink that reads "Teena Gomes".

Teena Gomes,
Director, Regional HR Services

Agreed to and Accepted:

Akanksha Parmar

18/11/2021

Signature

Date



November 17, 2021

Dear Akanksha

Additional Employment Terms– Future of Work For A Remote Worker

As you are aware, VMware, Inc. and VMware Group Companies (as defined in the Employment Agreement, or if this term is undefined, VMware Group Companies means any subsidiary, holding company or parent company of VMware, Inc. or any subsidiary thereof or company within the VMware group of companies) (collectively referred to in this Letter as 'VMware') are seeking to implement its distributed working philosophy globally. As a result, VMware Software India Private Limited (the "Company" or "we" or "us") is proposing to make certain changes to the terms of your employment to reflect the fact that following the commencement of your employment with us, you will be designated as a **Remote** worker, as set out in this contract variation letter ('Letter'):

1. Introduction

1.1 You are employed by the Company pursuant to the employment agreement which accompanies this Letter (the "Employment Agreement").

1.2 The terms set forth in this Letter:

1.2.1 Will apply to your employment with the Company and any terms relating to the matters contained within this Letter in the Employment Agreement will be varied accordingly to the extent provided for in this Letter;

1.2.2 Shall be read in conjunction with VMware's Global Distributed Work Policy (the 'Policy'), which is non-contractual and subject to amendment or withdrawal at VMware's sole discretion. The Policy sets out additional information in relation to **Remote** working (as defined in section 1.1 of the Policy) that is imperative to the conduct of your role. You agree that you have read, understood and will comply with the terms of the Policy and you understand that failure to do so may result in disciplinary action being taken in respect of your employment including, but not limited to, termination of employment; and

1.2.3 Are subject always to any extenuating circumstances outside of the Company's control which necessitate alternative working arrangements, including Government and Authority requirements, guidance or directions.

1.3 For the avoidance of doubt, in the event of any conflict between the Employment Agreement and the terms in this Letter, the terms in this Letter, to the extent that they vary the terms in the Employment Agreement, shall prevail.

2. Scope

2.1 For the purposes of the Policy, you will be designated as a **Remote** employee.

2.2 The terms of this Letter will be effective from the commencement date set out in your Employment Agreement and until amended or terminated in accordance with clause 9 of this Letter or as otherwise agreed in writing between you and the Company.

3. Place of Work

3.1 In accordance with the Policy, you will work from any suitable location for the proper performance of your duties. You shall communicate the primary location of any such work to the Company, currently via Workday as your "Home Contact Information" address. You are required to keep the primary location of your work in Workday up to date.



The Company reserves the right, on reasonable notice, to vary your primary location of work on a temporary or permanent basis. You may be required from time to time to visit and work at such other locations, including VMware sites, and for such times as the Company and/or your manager considers necessary for the proper performance of your duties. You understand and agree that you will be required to attend a VMware premises as and when business needs dictate such attendance.

3.2 The location where you perform your duties is required to be in **Ujjain** unless an alternative arrangement is specifically agreed in writing with the Company.

3.3 You are required to inform the Company as soon as possible if you plan to change your primary residence and you understand and agree that it is your responsibility to keep the Company updated in respect of your primary residence. You understand and agree that any failure to promptly disclose a change in your primary residence could result in disciplinary action including, but not limited to, termination of your employment. Where you plan to change your primary residence for any reason you are required to request prior approval for the continuation of the **Remote** arrangement, or to seek an alternative working arrangement, in advance of you moving to the new primary residence. In such circumstances, the Company reserves the right to determine that the existing **Remote** arrangement is consequently no longer appropriate, or to decline your proposed alternative arrangement, and require you to change to a working arrangement that is suitable to business needs and end your **Remote** arrangement. You may be asked to sign a new document setting out any revisions to your existing arrangement.

3.4 You confirm that you are not in breach of any covenant or agreement when working from your primary residence. You confirm that where relevant, you have obtained all required employment and/or visa approvals from the relevant government authorities to enable you to work with the Company.

3.5 If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.

4. Hours of Work

4.1 Your normal hours of work are set out in your Employment Agreement. You may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.

4.2 Where applicable, you are required to accurately record and report all hours worked in the normal way and in accordance with your Employment Agreement, the Company's and VMware's policies, and/or legal requirement.

4.3 You are responsible for regulating your own working time and taking necessary breaks as required by law. If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.



5. Salary

5.1 You acknowledge and agree that your pay may vary in accordance with the terms of VMware's Compensation and Mobility Policy for Employee Requested Moves and any other relevant VMware or Company policy relating to pay zones (as in force and amended from time to time in VMware's sole discretion, "Pay Zone Policies"). As such, the Company reserves the right to adjust your pay in future in accordance with the Pay Zone Policies and applicable local law.

6. Confidentiality, Data Protection and Intellectual Property

6.1 All existing Confidentiality, Data Protection, Data Security and Intellectual Property obligations that you owe to the Company and VMware and where contained in the Employment Agreement or otherwise (including, but not limited to, in the Global Data Privacy Policy and the Acceptable Use Policy) remain unaffected by this Letter and are re-iterated in their entirety. You must read these policies and ensure that you comply with them in carrying out your work.

6.2 You are reminded of your obligation to notify the Information Security Operations Center (SOC@vmware.com) immediately upon becoming aware of a data breach.

7. Health and Safety

7.1 You agree to comply with all applicable health and safety laws as well as guidelines, instructions and/or policies which the Company or VMware may give to you from time to time (including the applicable terms of the Policy) and to complete without delay all health and safety risk assessments/questionnaires and/or trainings that the Company may send to you from time to time. Subject to applicable law, you are expected to take ownership of your safety and are encouraged and empowered to report any health and safety concerns to the Health & Safety Team (health_safety@vmware.com) or your manager.

8. Policies

8.1 You agree to continue to comply with all non-contractual Company and VMware policies, including (but not limited to) the Policy, Respectful Workplace Policy, Global Data Privacy Policy, Acceptable Use Policy, Compensation and Mobility Policy, Global Business Conduct Guidelines, Information Security Policies, and any other policies extended to you in your Employment Agreement or otherwise made available to you by the Company or VMware, all from time to time in force and which are available from the VMware Source Page. You must read these policies and ensure that you comply with them in carrying out your work. You understand and agree that any failure to comply with such policies could result in disciplinary action including, but not limited to, termination of your employment.

9. Termination of Remote working

9.1 If at any time the Company, in its reasonable judgement, considers **Remote** working arrangements to be unsatisfactory or the requirements of your work change such that **Remote** working is no longer appropriate, in light of the Company's business needs, the Company may at its reasonable discretion give you reasonable notice, or may immediately in exceptional business circumstances, terminate and/or change your **Remote** working arrangement to a different work arrangement, to a reasonable extent as business needs may justify.

9.2 On reasonable notice, you may request to change your current arrangement as a **Remote** worker to a different work arrangement and to end **Remote** working subject to Company approval, which shall be exercised reasonably and in accordance with business resources at the applicable time and the Company's policies. The Company may, at its sole discretion, consider your request however the Company shall not be under an obligation to change or end your **Remote** working arrangement based on your request.



10. Monitoring

10.1 Subject to applicable law, the Company reserves the right to monitor your working time and the use of Company and VMware information and information systems in accordance with the VMware Acceptable Use Policy.

11. Right to Enter

11.1 You consent to the Company's representatives, at reasonable times and on reasonable notice, entering your primary residence to:

11.1.1 install, inspect, replace, repair, maintain or service Company property during your employment;

11.1.2 carry out health and safety risk assessments of Company property and your workstation during your employment; and

11.1.3 recover Company property on or after termination of your employment.

12. Miscellaneous

12.1 The changes to the Employment Agreement as set out above will be permanent changes to your terms and conditions of employment. You will have no right to revert back to your previous working pattern unless permitted by the Company in accordance with clause 9.2 above.

12.2 You agree to immediately return any property belonging to the Company or VMware on termination of your employment (howsoever arising) and the Company reserves its right, where permitted by applicable law, to deduct from your salary, or any other sums owed to you, any equivalent monies owed to the Company or VMware for failure to return any such property.

12.3 Unless explicitly varied by the terms of this Letter, all other terms and conditions set forth in the Employment Agreement will remain valid and unaffected by these changes.

12.4 This Letter and your Employment Agreement (and any amendments or documents referred to in it) constitutes the entire agreement between you and the Company and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between you and the Company, whether written or oral, relating to its subject matter.

If you agree to these changes to your Employment Agreement, please indicate your acceptance by e-signing this document along with the offer Letter.



If you have any questions, please contact apachrss@vmware.com.

Yours sincerely,

A handwritten signature in black ink that reads "Teena Gomes".

Teena Gomes
Director, Regional HR Services

For and on behalf of the Company

I agree that my Employment Agreement shall be varied by the revised terms and conditions set out in this Letter.

Signature: *Akanksha Parmar*

Employee Printed Name: Akanksha Parmar

Date: Nov 18, 2021



APPOINTMENT LETTER

February 21, 2022

Dear Muskan Wadiya,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to

time and you will be required to comply with the same.

- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. In future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and

Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Muskan Wadiya, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Muskan Wadiya

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund**- Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all

employees once every financial year.

Accept

Decline

Signature Muskan Wadiya 18/1/2022 2:58 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

22856012



November 17, 2021

Shreyas Sethi

Dear Shreyas Sethi,

We are pleased to offer you the position of **Intern** for a period of **25 weeks**. You will report to

Intern Salary: Your intern fee is **INR 50,000** per month, payable on a monthly basis on the last working day of the month.

The base salary and On Target Earnings (if you are on a sales commission plan) provided in this offer letter is dependent upon your work location where you will perform your job duties as described in your Employment Contract. If you request to change your primary work location, you must first receive VMware approval in accordance with company policies. If you receive approval and relocate to another location, then your compensation and benefit arrangements will be re-evaluated and subject to change in accordance with VMware policies and applicable law.

Stipend: VMware has retained Altair Global, a relocation management firm to help with a stipend payment that is intended for you to use at your discretion. Your Altair consultant will be your primary point of coordination for your stipend payment and addressing your questions; they will reach out to you sixty (60) days prior to your start date to get the payment process started.

Non-Contractual Benefits: Our Company from time to time establishes programs which may provide you with benefit which are not part of this agreement. Such programs may be amended, suspended or discontinued at the company's sole discretion.

Termination: During the period of internship agreement, either party may terminate this agreement by giving one (1) month notice in writing or intern fee in-lieu of notice period if required.

Accident Insurance Cover: During the period of your internship, you will be covered under the Accident Insurance policy, as per the Company norms.

E-Signature – Validity and Counterparts: Both You and the Company agree that the electronic (digital and/or encrypted) signatures of either party included in this Agreement is intended to authenticate their due consent to this agreement (including its annexures and exhibits) in writing and to have the same force and effect as original signatures by hand and accordingly, this Agreement may be executed by electronic signature and shall be considered as an original signature by hand for all purposes. Delivery of a copy of this Agreement (including its annexures and exhibits) or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission or by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

We welcome you and look forward to working with you. To indicate your acceptance, kindly sign a copy of this letter and return it to us as soon as possible.



The terms and conditions of internship are set out in this letter.

Best regards,

A handwritten signature in black ink that reads "Teena Gomes".

Teena Gomes,
Director, Regional HR Services

Agreed to and Accepted:

Shreyas Sethi

18/11/2021

Signature

Date

Shreyas Sethi



17-Nov-2021

Ayush Sharma
B.E. Electronics & Communication Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Ayush Sharma,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



17-Nov-2021

Amay Atre
B.E. Electronics & Communication Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Amay Atre,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:

1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1384868/3.0

Confidential

Sep 10, 2021

Naman Mehra
T-V/7 BSNL Colony, Navratanbagh, near Geeta Bhawan
Indore

Dear Naman,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:**Salary -**

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:
- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.

- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.

- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.

- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **September 23, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such. As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at **apoorva_kambli@persistent.com** one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.

Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **Sep 10, 2021**Grade: **3.0**Location: **Pune**Name: **Naman Mehra**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		31,778
	Total for the year [M * 12] [A]		381,336
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		43,008
III	Annual Component		
	Provision for your gratuity [C]	4%	5,664
	Annual Gross Salary [A + B + C]		430,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		471,008

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance
- Personal Accident
- Medicaid Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Not Specified 



05-Jan-2022

Ashutosh Chourey
B.E. Electronics and Telecommunication Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Ashutosh Chourey,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:

Dear Atharva ,

We are pleased to offer you the position of **Solution Engineer** for **Indore** location, on the terms and conditions mutually discussed and agreed upon:

Your gross emoluments will be **Rs. 5,15,161 Lpa (CTC)**. Please see the detailed remuneration structure in Annexure I

- . You will have three months as your training period (Graduate Engineering Trainee)
- . You will be entitled for a stipend of Rs. 10000/- during your training period
- . On successful completion of your training you will be on the rolls of the company with full salary.

You will be issued a detailed appointment letter upon joining us.

You are requested to report for duty on or before **04.Jan.2022, Tuesday at 11 AM**. In case you fail to report for duty on this date unless otherwise agreed in written the offer shall stand automatically withdrawn.

On the day of your joining you are required to submit the following:

1. Relevant copies of Academic /Professional attainments and work experience.
2. Documentary evidence of Date of Birth, No
3. Three passport sizes colour Photographs.

If on verification, at the time of appointment or a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

Welcome to Grep Ruby Webtech Family and hope it will be the beginning of a long and mutually beneficial association!

Kindly acknowledge the duplicate copy of this letter as an acceptance of this offer.

For Grep Ruby Webtech Pvt. Ltd.

Accepted & Agreed

Head – HR

Atharva Dixit

Neelam Kabra



02-Dec-2021

Atul Kumar Singh
B.E. Electronics and Instrumentation Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Atul Kumar Singh,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:

Feb 4, 2022

Sejal Jain

06, Deen Dayal Ward, Near Shehnai Garden
Khurai, Madhya Pradesh, 470117

Offer: Internship Letter

Dear **Sejal**,

Joining: We are pleased to offer you an internship with Avalara Technologies Private Limited (“Avalara” or the “Company”) from **14th Feb 2022** to **30th June 2022** (“**Internship Period**”) at our Avalara office.

Place of Work: You will be required to work remotely, unless otherwise notified by the Company at any time during your Internship Period.

Relocation to Avalara Office: The Company may require you to report to its Avalara office at any time during your Internship Period, and you will be required to start attending office in person within 90 days from receipt of instructions from the Company in this regard.

You will be part of the **Engineering team** and reporting to Managers based at Avalara India office or any other employee as directed by the reporting,

During the Internship Period, you will be paid a monthly stipend of **INR 40,000/-**

You are obliged to observe utmost confidentiality and secrecy of all Company information, including information regarding the stipend you receive during the Internship Period, confidential information, and any description concerning the business, project, practices of the Company, its affiliates, subsidiaries, associates, customers or suppliers. You shall not divulge such information to any person, firm or company whatsoever.

Should you wish to terminate your internship, prior to expiry of the Internship Period, you will be required to provide one-month prior notice in writing to the Company. The Company reserves the right to terminate your internship with immediate effect, at any time prior to expiry of the Internship Period, with or without cause.

Company will not be responsible for any personal accident or injury sustained by you during the course of your internship.

Proprietary Information and Inventions Agreement: You will be required, as a condition to your internship with the Company, to sign the Company’s standard Proprietary Information, Noncompetition, Nonsolicitation and Inventions Agreement (“PINNIA”).

Outside Activities: While you render services to the Company, you will not engage in any other gainful internship, business or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company, in preparing to compete with the Company or in hiring any employee of the Company.

We hope that you find the foregoing terms acceptable. You may indicate your agreement with these terms and accept this offer by signing and dating this letter and returning them to the Company Office in Pune, India. Your internship with the Company is also contingent upon your providing legal proof of your identity, to the satisfaction of the Company.

We look forward to welcoming you at Avalara Technologies Private Limited.

Sincerely,

Amit Dixit

Amit Dixit
Manager–Talent Acquisition
Avalara Technologies Pvt. Ltd.

I accept the above terms of offer.

Signature:

A photograph of a handwritten signature in blue ink on a white surface. The signature appears to be 'Jain' with a stylized flourish above it.

Date:

04-02-2022



Business_Operation...



DocuSign Envelope ID: 659D2B34-3022-4A98-890F-42EFBD5500DB



ZS Associates India Private Ltd
World Trade Center, Tower 3, Kharadi
Pune - 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

December 23, 2021

CONFIDENTIAL

Avi Bafna
176 Rajasva Colony
OPP. RSS Office
RATLAM, Madhya Pradesh 457001

Dear Avi:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ("ZS") as a Business Operations Associate - Intern in our Business Operations group, to be based in our Pune office with a start date of January 3, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
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www.zs.com

January 26, 2022

CONFIDENTIAL

RASHI AGRAWAL
115 Manbhawan Nagar
Ring Road
Indore, Madhya Pradesh 452016

Dear RASHI:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Operations Associate - Intern in our Business Operations group, to be based in our Pune office with a start date of February 7, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of February 7, 2022. The internship will last till July 31, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

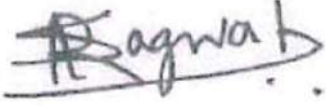
We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until January 30, 2022.

The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.


We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,



Rohit Bhagwat
Office Managing Principal

Signature: 
8E300D03C3404C2...

Name as it appears on PAN card or passport: 

Date Signed: 28-Jan-2022 | 7:41 AM CST

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
Meal Allowance (ZS will provide a meal allowance of INR 5500 per month, through payroll)	66,000
Retirals	10,000
Gratuity - payable on completing 5 years of continuous service with ZS India Private Limited as per the Payment of Gratuity Act 1972 (first year's provision)	
Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

January 26, 2022

CONFIDENTIAL

Vipasha Bilthre
Infront of trilok shaktidam mandir,Narayan Nagar,ITI Road,Hoshangabad
hoshangabad, Madhya Pradesh 461001

Dear Vipasha:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Operations Associate - Intern in our Business Operations group , to be based in our Pune office with a start date of February 7, 2022 .As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

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In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

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Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

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- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of February 7, 2022. The internship will last till July 31, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

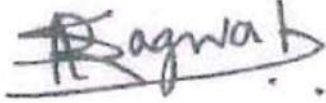
We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until January 30, 2022.

The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.

We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,

A handwritten signature in black ink that reads "Rohit Bhagwat". The signature is written in a cursive style with a horizontal line underneath the name.

Rohit Bhagwat
Office Managing Principal

Signature:

Name as it appears on PAN card or passport:

Date Signed:

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
Meal Allowance (ZS will provide a meal allowance of INR 5500 per month, through payroll)	66,000
Retirals	10,000
Gratuity - payable on completing 5 years of continuous service with ZS India Private Limited as per the Payment of Gratuity Act 1972 (first year's provision)	
Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

February 4, 2022

CONFIDENTIAL

Vidhi Motwani
176 Vinay Nagar
Indore, Madhya Pradesh 452001

Dear Vidhi:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Operations Associate - Intern in our Business Operations group, to be based in our Pune office with a start date of February 21, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of February 21, 2022. The internship will last till July 31, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

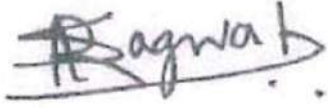
We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until February 11, 2022.

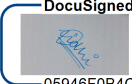
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We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,



Rohit Bhagwat
Office Managing Principal

Signature: 
05946F0B4CDC4DC...

Name as it appears on PAN card or passport: 

Date Signed: 08-Feb-2022 | 4:32 AM CST

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
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LTA	17,333
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For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.



30 December,2021

Mr. Shubh Agrawal

Email id: agrawalshubh7@gmail.com | Phone no: 8959501903

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Shubh Agrawal,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Business Analyst** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **10 January,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 10 January,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



vi. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

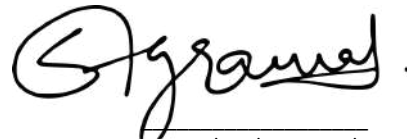
Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.




Authorized Signatory
Vivek Khemani
(Director)



Agreed and Accepted
(Shubh Agrawal)

Infosys Campus Recruitment

Program: You have a job offer for  Systems Engineer role Inbox



Infosys Freshers Re... 14/10/2021
to Infosys 



Move forward. 
Take the world with you.

Infosys®

CAMPUS RECRUITMENT PROGRAM



Dear Candidate,

Congratulations! You have cleared the selection process of **Infosys** Campus Recruitment Program 2022 to receive a job offer for the **Systems Engineer** role .

The compensation offered for this role is **INR 3.6 lakhs per annum**.

*Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, **Infosys** will revoke the job offer made to you.*

Please feel free to write to us at talent.acquisition@infosys.com for any clarifications.

Regards,
Talent Acquisition,
Infosys

Reference: Persistent/Campus/1453530/3.0

Confidential

Oct 20, 2021

Prasoon Jain
H.no. 490/1 Near jain temple
babina cantt jhansi
Jhansi

Dear Prasoon,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **900,008**. Your Annual Gross Salary will be Rs. **859,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **November 2, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of your joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer. During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at **apoorva_kambli@persistent.com** one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune
Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,
For Persistent Systems
Kalpana Kudlingar
Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.
Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.
I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:**Signature:**

SALARY BREAK-UP SHEET (Annexure – A)

Date: **Oct 20, 2021**
 Grade: **3.0**
 Location: **Pune**
 Name: **Prasoon Jain**
 Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		24,600
2	House Rent Allowance	50%	12,300
3	Company contribution to E.P.F./Special Pay I		2,952
4	Superannuation fund/Special Pay II	15%	3,690
5	National Pension Scheme/Special Pay III	10%	2,460
6	Leave Travel Assistance	10%	2,460
7	Performance Pay	10%	2,460
8	Statutory Bonus/Ex-gratia	20%	4,920
9	Upkeep Pay		7,599
	Total to be paid monthly (M)		63,441
	Total for the year [M * 12] [A]		761,292
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		7,159
	Total CPB 10% of Annual Gross Salary [B]		85,908
III	Annual Component		
	Provision for your gratuity [C]	4%	11,808
	Annual Gross Salary [A + B + C]		859,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		900,008

Yours sincerely,
 For Persistent Systems
Kalpana Kudlingar
 Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance

- Personal Accident

- Medclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal. Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1387309/3.0

Confidential

Sep 28, 2021

UMANG RATHORE
334 New Indra Nagar
UJJAIN

Dear UMANG,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:**Salary -**

Your Annual Cost To Company will be Rs. **750,008**. Your Annual Gross Salary will be Rs. **709,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **October 11, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period. The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Apoorva Kambli** at apoorva_kambli@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter. Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process. I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **Sep 28, 2021**Grade: **3.0**Location: **Pune**Name: **UMANG RATHORE**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		20,100
2	House Rent Allowance	50%	10,050
3	Company contribution to E.P.F./Special Pay I		2,412
4	Superannuation fund/Special Pay II	15%	3,015
5	National Pension Scheme/Special Pay III	10%	2,010
6	Leave Travel Assistance	10%	2,010
7	Performance Pay	10%	2,010
8	Statutory Bonus/Ex-gratia	20%	4,020
9	Upkeep Pay		6,744
	Total to be paid monthly (M)		52,371
	Total for the year [M * 12] [A]		628,452
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		5,909
	Total CPB 10% of Annual Gross Salary [B]		70,908
III	Annual Component		
	Provision for your gratuity [C]	4%	9,648
	Annual Gross Salary [A + B + C]		709,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		750,008

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance
- Personal Accident
- Medicaid Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80



Reference: Persistent/Academic Intern/1387749/0.2

**Internship Offer Letter
Confidential**

Dec 21, 2021

Mr Harsh Vijaywat
239, Trimurti Nagar Dhar
Dhar 454001

Dear Harsh,

Subject: **Your engagement as an Academic Intern with Persistent**

With reference to your application for industrial training with us, and the subsequent selection process, we are pleased to inform you that you have been selected as **an Academic Intern** at grade **0.2** with Persistent Systems (Company). This offer is made to you as part of your Academic Curriculum.

The duration and start date of the internship will be communicated to you in due course of time separately.

During the internship period you will be paid a consolidated monthly stipend of Rs. 10,000 per month. You will also be eligible for benefits such as free lunch, snacks, tea and coffee during your internship period.

All terms and conditions in this document, read with any other document specifically referred herein and incorporated hereto by such reference, collectively shall constitute the entire understanding between the Academic Intern and the Company.

Company does not assure you or commit (a) any extension of this internship beyond the period stipulated under this letter and/or offer you employment with Company and/or absorb you as an employee of the Company in future. Unless otherwise specifically agreed in writing by Company, there shall be no employee-employer relationship between you and Company.

1. Working days

Normal working days for Company are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other weekly off day. The normal working hours are forty five hours per week.

2. Holidays and Leaves

You will not be eligible for any leave or compensatory off during internship period.

3. Termination of Internship

The internship can be terminated with one week notice or stipend (if you are eligible for stipend under this letter), in lieu of the notice period on either side.

The Company can terminate your internship without any notice period in case the internship is terminated on grounds of:

- i. Breach of confidentiality or IP related obligations
- ii. Violation of law
- iii. Gross Misconduct
- iv. Material breach of Company policy.

In such event, the Company will not be liable to pay stipend (if payment is otherwise stipulated in this letter) in lieu of notice period.

In case the last day of your internship falls on a non-working day, your last day of internship shall be the immediate previous working day.

The internship period can be terminated by whatsoever reasons by either party by giving one week notice period.

4. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

Please contact **Rajeshwari Joshi** (Ph. No. **020-66965038**) on the date of joining. We request you to report at 9 am at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

5. Documents required at the time of joining

At the time of joining, the following original certificates/documents along with one photocopy should be furnished. Original certificates/documents will be returned to you after verification.

Sr. No	Description
1	Certificates of educational qualification - SSC (10th Equivalent), School leaving, HSC (12th equivalent).
2	Certificate of Graduation/Post Graduation and Mark Sheets
3	2 recent passport size color photographs
4	Photo-attested bonafide certificate from college Principal

We welcome you to the Persistent family and look forward to a mutually fulfilling association.

**Yours sincerely,
For Persistent Systems Ltd**

**Kalpana Kudlingar
Head - Campus Talent Acquisition**

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of me having accepted the offer and the terms and conditions set out in this letter.

Also, I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company on the date communicated to me separately.

Date:

Signature:

Name:

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009
CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

1

Offer Letter Body

Page 1 of 3



Reference: Persistent/Academic Intern/1197481/0.2

**Internship Offer Letter
Confidential**

Dec 22, 2021

Mr RAM KAURAV
jawahar sharma k baju m ,dr rajiv rathoriya I
indra ward narmda colony
GADARWARA 487551

Dear RAM,

Subject: **Your engagement as an Academic Intern with Persistent**

With reference to your application for industrial training with us, and the subsequent selection process, we are pleased to inform you that you have been selected as **an Academic Intern** at grade **0.2** with Persistent Systems (Company). This offer is made to you as part of your Academic Curriculum.

The duration and start date of the internship will be communicated to you in due course of time separately.

During the internship period you will be paid a consolidated monthly stipend of Rs. 10,000 per month. You will also be eligible for benefits such as free lunch, snacks, tea and coffee during your internship period.

All terms and conditions in this document, read with any other document specifically referred herein and incorporated hereto by such reference, collectively shall constitute the entire understanding between the Academic Intern and the Company.

Company does not assure you or commit (a) any extension of this internship beyond the period stipulated under this letter and/or offer you employment with Company and/or absorb you as an employee of the Company in future. Unless otherwise specifically agreed in writing by Company, there shall be no employee-employer relationship between you and Company.

1. Working days

Normal working days for Company are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other weekly off day. The normal working hours are forty five hours per week.

2. Holidays and Leaves

You will not be eligible for any leave or compensatory off during internship period.

3. Termination of Internship

The internship can be terminated with one week notice or stipend (if you are eligible for stipend under this letter), in lieu of the notice period on either side.

The Company can terminate your internship without any notice period in case the internship is terminated on grounds of:

- i. Breach of confidentiality or IP related obligations
- ii. Violation of law
- iii. Gross Misconduct
- iv. Material breach of Company policy.

In such event, the Company will not be liable to pay stipend (if payment is otherwise stipulated in this letter) in lieu of notice period.

In case the last day of your internship falls on a non-working day, your last day of internship shall be the immediate previous working day.

The internship period can be terminated by whatsoever reasons by either party by giving one week notice period.

4. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

Please contact **Rajeshwari Joshi** (Ph. No. **020-66965038**) on the date of joining. We request you to report at 9 am at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

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2	Certificate of Graduation/Post Graduation and Mark Sheets
3	2 recent passport size color photographs
4	Photo-attested bonafide certificate from college Principal

We welcome you to the Persistent family and look forward to a mutually fulfilling association.

**Yours sincerely,
For Persistent Systems Ltd**

**Kalpana Kudlingar
Head - Campus Talent Acquisition**

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of me having accepted the offer and the terms and conditions set out in this letter.

Also, I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company on the date communicated to me separately.

Date:

Signature:

Name:

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Reference: Persistent/Academic Intern/1586571/0.2

**Internship Offer Letter
Confidential**

Jan 11, 2022

Mr Raman Garg
sunehara road sabalgarh
Sabalgarh 476229

Dear Raman,

Subject:Your engagement as an Academic Intern with Persistent

With reference to your application for industrial training with us, and the subsequent selection process, we are pleased to inform you that you have been selected as **an Academic Intern** at grade **0.2** with Persistent Systems (Company). This offer is made to you as part of your Academic Curriculum.

The duration and start date of the internship will be communicated to you in due course of time separately.

During the internship period you will be paid a consolidated monthly stipend of Rs. 10,000 per month. You will also be eligible for benefits such as free lunch, snacks, tea and coffee during your internship period.

All terms and conditions in this document, read with any other document specifically referred herein and incorporated hereto by such reference, collectively shall constitute the entire understanding between the Academic Intern and the Company.

Company does not assure you or commit (a) any extension of this internship beyond the period stipulated under this letter and/or offer you employment with Company and/or absorb you as an employee of the Company in future. Unless otherwise specifically agreed in writing by Company, there shall be no employee-employer relationship between you and Company.

1. Working days

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Please contact **Rajeshwari Joshi** (Ph. No. **020-66965038**) on the date of joining. We request you to report at 9 am at the address mentioned below for completion of joining formalities.

Pune
Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

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4	Photo-attested bonafide certificate from college Principal

We welcome you to the Persistent family and look forward to a mutually fulfilling association.

**Yours sincerely,
For Persistent Systems Ltd**

**Kalpana Kudlingar
Head - Campus Talent Acquisition**

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of me having accepted the offer and the terms and conditions set out in this letter.

Also, I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company on the date communicated to me separately.

Date:

Signature:

Name:

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Congratulations!

We are excited to offer you a position with Red Hat! To accept this offer, you will need to complete the following steps. Please use your legal name on all documents.

To be completed via DocuSign:

- Sign all documents in this packet. You will receive a daily email reminder until this step is completed. If not completed within five calendar days, the packet will expire.

Additional forms and supporting documents:

- In addition to completing your DocuSign packet, you may receive a separate email from our People Team (HR) requesting that you complete additional forms and/or provide us with supporting onboarding documents.

Next steps

Once your DocuSign packet is signed, and we have received your additional documents (if applicable), you will receive an email from the People Team with information to help you prepare for your first day.

Contact yourcareer@redhat.com with any feedback or questions about information you received. We look forward to hearing back from you.

Follow [#LifeatRedHat](https://twitter.com/LifeatRedHat)





22 December 2021

Vardhman Jain
C-33, B, Kasturba Nagar Near Chetak Bridge,
Bhopal – 462023, Madhya Pradesh

Dear Vardhman,

This has reference to your application for internship and the subsequent interview you had with us.

We are pleased to offer you the position of Software Engineering Intern in our organization from 5 January 2022 (“Start Date”) to 30 June 2022 (the “Internship Period”). You will be based at our Bangalore office and reporting to Manager, Software Engineering.

You will be paid a stipend of Rs. 35,000 (Thirty Five Thousand Only) per month. All or any taxes that may become applicable to you as a result of the stipend being paid to you shall be borne by you and you shall be responsible for all such claims.

Your official work hours are 9:30 a.m. to 6:00 p.m. and the official workweek is Monday to Friday. You are not eligible for leave during the Internship Period however you are entitled to the public holidays that the company observes.

You will need to sign the Red Hat Code of Business Conduct & Ethics upon joining.

This relationship between the company and yourself may be terminated by either party by intimating to the other in writing without any notice period and without assigning any reason. Stipend shall be paid by the company only until the date of separation.

Kindly contact the People team to complete joining formalities on the day of your joining. Also, kindly bring with you the following documents:

1. Original and Photocopy of Certificates of Educational / Professional qualifications.
2. Photocopy of your Birth Certificate.
3. Colour photograph with White background (3)
4. Photocopy of Passport.

Yours faithfully,

Red Hat India Private Limited
Duly Authorized Representative:

Name: Vandana Vaddan

Title: Director

DocuSigned by:

Vandana Vaddan

05CA11A6D1CB4B7
(Signature Line)

INTERN: I accept the above-mentioned terms and will be joining on the Start Date.

Name: Vardhman Jain

DocuSigned by:

Vardhman Jain

7002DCFFE9AD40A
(Signature Line)

Date: 12/23/2021



RED HAT CODE OF BUSINESS CONDUCT AND ETHICS

This Code of Business Conduct and Ethics (the “Code”) sets forth legal and ethical standards of conduct for employees of Red Hat, Inc. and its subsidiaries (the “Company” or “Red Hat”). Red Hat, Inc.’s “subsidiaries” are entities it directly or indirectly, through one or more intermediaries, controls. This Code is intended to deter wrongdoing and to promote the conduct of all Company business in accordance with high standards of integrity and in compliance with all applicable Company policies, laws, and regulations. This Code applies to all Red Hat employees.

If you have any questions regarding this Code or its application to you in any situation, you should contact your manager or the Legal Department.

COMPLIANCE WITH THE CODE AND ALL LAWS, RULES AND REGULATIONS

The Company requires that all employees comply with this Code, Company policies, and all laws, rules, and regulations applicable to the Company wherever it does business, including with respect to the conduct of business with governments and the protection of classified information. You are expected to be familiar with the laws, rules, regulations, and Company policies applicable to your work and workplace as well as additional laws, rules, and regulations that may apply.

You are expected to use good judgment and common sense in seeking to comply with all applicable laws, rules, regulations, and Company policies, and to ask for advice from your manager or the Legal Department when you are uncertain about them.

If you become aware of or suspect a violation of this Code or other unethical or unlawful conduct by the Company, whether by its employees or any third party in connection with Red Hat’s business, Red Hat expects you to promptly report the matter to your manager or the Legal Department (see “Reporting and Compliance Procedures” below). The Company will promptly review your report of actual or potential violations of the Code or other unlawful or unethical conduct. While it is the Company’s desire to address matters internally, nothing in the Code prohibits you from communicating directly with any government agency or entity, without prior consent of, or notification to, the Company to the extent permitted by law and applicable rules of professional responsibility. Employees shall not terminate, demote, suspend, threaten, harass, or in any other manner discriminate against any other employees because they in good faith reported any such violation.

HONEST AND ETHICAL CONDUCT

Respect in the Workplace

Red Hat strives to create an environment of belonging, respect, and mutual support where everyone feels valued, and will not tolerate unlawful discrimination, harassment, bullying, favoritism, or retaliation of any kind. Red Hat prohibits any discrimination or harassment on the basis of age, physical or mental disability, race, color, ethnicity or national origin, sex, gender, pregnancy, sexual orientation, gender identity or expression, religious belief, marital status, genetic information, military or veteran status, or any other characteristic protected by law. The Company will not tolerate unwelcome sexual advances or comments, racial or religious slurs or jokes, or any other conduct, such as bullying, that creates or encourages an offensive or intimidating work environment. Please also consult Red Hat's [Global Policy Prohibiting Discrimination, Harassment, Bullying, Favoritism and Retaliation](#), which is available in the Global Legal Policies page of The Source. If you believe you are the victim of prohibited workplace conduct, contact the Legal Department (see "Reporting and Compliance Procedures" below) or the People Team (peoplerelations@redhat.com).

Conflicts of Interest

Employees are expected to act in the best interests of the Company with integrity and high ethical standards, and avoid conduct that creates, or appears to create, a conflict of interest.

A "conflict of interest" exists when a personal interest – which can be a direct benefit to you or a benefit to a family member or close friend – interferes with the best interests of the Company and its stakeholders. A conflict of interest may arise whenever you, as an employee of the Company, take action or have an interest that impairs your ability to perform your duties and responsibilities honestly, objectively, and effectively.

For example, a conflict of interest may arise from your business or personal relationship with a customer, supplier, competitor, business partner, or other associate, if that relationship impairs objective business judgment or your ability to perform your duties for the Company effectively. A conflict of interest may also arise from personal investments, outside consulting or employment, service on the board of another entity, starting your own business, giving or receiving business amenities or gifts from a current or future supplier or business partner, romantic relationships with co-workers or business partners, and other activities or relationships that Red Hat may reasonably determine to constitute a conflict.

In addition to avoiding actual conflicts of interest, employees must avoid conduct that would reasonably present the appearance of a conflict of interest to others. Remember that sometimes a situation that previously did not present a conflict of interest may develop into one.

If you are aware of a conflict of interest, have a concern that a conflict of interest may exist, or have a concern that a situation creates even the appearance of a conflict of interest, it is your responsibility to promptly notify the Legal Department (see "Reporting and Compliance Procedures" below) and provide the information you have about the situation and cooperate in its review.

The Company will consider the facts and circumstances of the situation to determine whether an actual or apparent conflict exists, after taking into consideration any corrective or mitigating action that has been or will be taken.

Participation in an open source community project, whether maintained by the Company or by another commercial or non-commercial entity or organization, does not constitute a conflict of interest even where you may make a determination in the interest of the project that is adverse to the Company's interests.

Honesty and Fair Dealing

Be Honest. Employees should endeavor to deal honestly, ethically, and fairly with the Company's suppliers, customers, competitors, and employees. Statements regarding the Company's and competitors' products and services must not be untrue and not misleading, deceptive, or fraudulent. You must not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice. Both making false statements and omitting important facts are wrong.

Do not engage in or facilitate any improper or illegal practices, such as wiretapping, surveillance, hacking, bribery, theft, trespassing, misuse of social platforms or pretexting, to gather intelligence or to obtain trade secrets or confidential or sensitive information. Do not hire or pay a competitor's employees to obtain such information. Do not accept or use information if you have reason to believe it may have been obtained improperly or illegally. If you receive a competitor's confidential information (such as a pricing proposal), by mistake or intentionally, from a client or other party, do not review it, distribute it, or otherwise use it. Instead, immediately call the Legal Department for guidance on how to proceed.

The Company's internal processes and controls are implemented to help ensure we do business the right way. Make sure you understand which Company processes and controls apply to what you do. If you're unsure, ask! If you think a process or control is unclear or could be improved, talk about it with your manager, the process owner, or Red Hat Business Controls.

Don't bypass a Company process or control without an authorized exception, and if you see others bypassing, say something. If a customer or other third party asks you to bypass the Company's (or their own) controls, or assist them in doing so, notify your manager or the Legal Department.

Reporting and Recording Information. Employees regularly provide to the Company and others information and data, such as requests for reimbursement of business expenses, hours worked on customer projects, or certifications.

The Company relies on employees to record and report accurate, complete, and honest information. Under various laws, the Company is required to maintain accurate books and records. Misrepresentation can lead to civil and criminal penalties for both you and the Company, and the loss of business privileges, such as the right to bid on business, export or import products or even remain in business.

Record and report only accurate, complete, and honest information. Never report information in a way that is intended to mislead or misinform those who receive it. If you are unsure about the accuracy or completeness of any information, don't guess. Ask for help. If you believe any information you've recorded or reported to the Company or others is incorrect or has been misunderstood, promptly notify your manager and the Legal Department to determine the appropriate next steps.

Some examples of dishonest or fraudulent reporting include:

- Submitting false or inaccurate expense reimbursement requests;
- Inaccurately recording the number of hours worked or failing to report time (or overtime in accordance with Company guidelines) worked, whether or not charged to a customer;
- Submitting inaccurate information to the Company's tools or processes;
- Providing inaccurate or incomplete information to the Company or other parties, including during investigations, audits, or other reviews; and
- Making false or misleading statements in (or omitting material information from) external reports or other documents submitted to government agencies.

Understanding Financial Controls and Reporting. As a subsidiary of a public company, the Company must follow strict accounting principles and standards, report financial information accurately and completely, and have appropriate internal controls and processes to ensure that our accounting and financial reporting comply with all applicable laws. Violating accounting and financial reporting laws can result in significant fines, penalties, and imprisonment.

The rules for accounting and financial reporting require the proper recording of, and accounting for, revenues, costs, expenses, assets, liabilities, and cash flows. The Company must recognize revenue accurately. Be sure to discuss with Accounting all factors that could impact revenue recognition, such as deviations from standard payment terms, non-standard warranties, contingencies in deals, or deviations from customary ordering procedures. If you have responsibility or involvement in these areas, you must understand and follow these rules. These rules also prohibit you from assisting others to record or to

report any information inaccurately or to make false or misleading financial reports. Never provide advice to others, including customers, suppliers, or business partners, about how they should record or report their own revenues, costs, expenses, assets, and liabilities.

If you are aware of or suspect any improper or unethical accounting or financial reporting, you should immediately inform the Legal Department at legal@redhat.com or by calling Red Hat's Compliance and Ethics Hotline at **800-224-9902** or **678-999-4553**. You may do this anonymously, except where anonymous reporting is prohibited by law, if you wish.

Making Commitments and Obtaining Approvals

The Company has established approval processes and delegation levels to help us protect our assets, maintain appropriate controls, and run our business effectively. Understand and follow the approval processes and delegation levels that apply to your role. Do not make business commitments, including modifications to pricing, contract, or service terms, without appropriate approvals or contrary to delegation limits. All commitments must be reported to Accounting to ensure the accuracy of the Company's books and records. Unless you are specifically authorized by Red Hat's signature authority policies, you do not have authorization to enter into any agreement on behalf of the Company. Do not make verbal arrangements or commitments, or enter into unapproved written commitments or side deals.

Human Rights

Red Hat, as a global company, considers respect for human rights to be an integral part of its corporate social responsibility commitments. The Company prohibits child labor, human trafficking, forced labor (and all other forms of modern slavery) in any guise in its operations and supply chain. All employees are expected to help identify and prevent modern slavery in Red Hat's operations and supply chain and immediately report any concerns to the Legal Department.

SAFEGUARDING CONFIDENTIAL INFORMATION AND COMPANY ASSETS

Confidentiality

Employees must maintain the confidentiality of confidential information entrusted to them by the Company, IBM, or other companies, including the Company's suppliers and customers, except when disclosure is authorized by a manager or legally mandated. Unauthorized disclosure of any confidential information is prohibited. Additionally, employees should take appropriate precautions to ensure that confidential or sensitive business information, whether it is proprietary to the Company or another company, is not communicated within the Company except to employees who have a need to know such information to perform their responsibilities for the Company.

Be careful to avoid inadvertent disclosure of proprietary and confidential information, whether owned by the Company or others. Do not discuss this information with, or within hearing range of, any unauthorized person, including family members or friends. They might – innocently or otherwise – pass the information on to someone else.

Third parties may ask you for information concerning the Company. Employees (other than the Company's authorized spokespersons) must not discuss internal Company matters with, or disseminate internal Company information to, anyone outside the Company, except as required in the performance of their Company duties and after an appropriate confidentiality agreement is in place. This prohibition applies particularly to inquiries concerning the Company from the media, market professionals (such as securities analysts, institutional investors, investment advisers, brokers and dealers), and security holders. All responses to inquiries on behalf of the Company must be made only by the Company's authorized spokespersons. If you receive any inquiries of this nature, you must decline to comment and refer the inquirer to your manager or one of the Company's authorized spokespersons. The Company's policies with respect to public disclosure of internal matters are described more fully in the Noncompetition, Confidentiality, and Assignment of Inventions Agreement that you signed at the time you joined the Company.

You also must abide by any lawful obligations that you have to your former employer. These obligations may include restrictions on the use and disclosure of confidential information, restrictions on the solicitation of former colleagues to work at the Company, and non-competition obligations.

Finally, if you are involved in conducting business in government marketplace(s) at any level, you may be subject to other obligations regarding the use, disclosure, safeguarding, or receipt of particular types of information, including restrictions regarding competition-sensitive information such as government "source selection" or contractor bid and proposal information.

Insider Trading

During your employment with the Company, you may become aware of information about the Company, its parent company IBM, or other companies that has not been made public. Using or disclosing this inside information for your financial or other personal benefit is unethical and against the law. Inside information is material information that is not available to the general public that could influence a reasonable investor to buy, sell, or hold a company's securities. Information can be material even if it would have only a small impact on the price of the securities. Violation of these laws may result in civil and criminal penalties, including fines and jail sentences. The Company will not tolerate the improper use of inside information. These prohibitions apply anywhere in the world where we do business. The rules are simple: do not improperly use or disclose inside information; and do not evade these guidelines by acting through anyone else or by giving inside information to others for their use, even if you will not financially benefit from it. If you have any questions about what you can or cannot do, consult the Legal Department.

Do not disclose to anyone outside of the Company, including your family members, or to your Company colleagues who do not have a business need to know:

- Inside information about the Company's or IBM's financial performance, including unannounced earnings and dividend actions, acquisitions or divestitures, and other significant activities affecting the Company or IBM; or
- Inside information about the Company or any other company.

Do not buy or sell IBM securities or securities of a customer, business partner, or other party based on inside information you have about IBM, the Company, or that company. For example, if you know that the Company or IBM is considering a significant relationship with a business partner, do not buy or sell the securities of that company until after the information becomes public.

Managing Personal Information

The Company takes your privacy seriously. Not all countries have data protection laws, but the Company has privacy and data protection policies intended to protect personal information wherever we use, process, or store it. Always comply with applicable privacy laws and Company privacy policies applicable to you. You acknowledge that the Company may collect, use, disclose, and otherwise process your personal information as provided in the Employee Personal Information Privacy Statement.

Guarding Against Cyberthreats

Third parties, like our customers, trust the Company with their data and other assets, and we rely on you to protect them – as well as the Company's own data and assets.

Follow the Company's information security policies, controls, and processes. Violating the Company's information security policies puts the Company's assets, and assets belonging to others, like customer data, at risk. Even well-intentioned actions, such as creating work-arounds and shortcuts to improve service delivery or downloading unapproved third-party software, can violate the Company's and customers' security policies, and result in IT or data breaches.

If you are aware of or suspect an IT or data security issue or incident, or any loss of assets, including data, belonging to the Company or others, report it immediately by contacting infosec@redhat.com.

Protection and Proper Use of Corporate Assets

Employees should seek to protect the Company's assets. Theft, carelessness, and waste have a direct impact on the Company's financial performance. Other than limited personal use of Red Hat's systems as specifically allowed by Red Hat's [Policy on Acceptable Use of Red Hat Information Technology Systems](#), employees must use the Company's assets and

services solely for legitimate business purposes of the Company and not for any personal benefit or the personal benefit of anyone else.

Employees must advance the Company's legitimate interests when the opportunity to do so arises. You must not take advantage of opportunities for yourself or another person that are discovered through your position with the Company or the use of property or information of, or entrusted to, the Company.

Retaining Records

Our records are valuable assets. Always follow applicable Company records management policies and document retention orders issued by the Legal Department for retaining and disposing of Company records. Keep in mind that these policies apply to information in any media, including hard copy and electronic records, email, wikis, blogs, apps, and records in collaboration tools (whether on the Company network or one operated by others).

WORKING ACROSS BORDERS - INTERNATIONAL TRADE & ANTIBOYCOTT REQUIREMENTS

Exports

Because Red Hat is a U.S. company, its products, services, source code, technical data, and technology are subject to both U.S. and local export laws and regulations, regardless of your work assignment or location. Export laws and regulations affect many Company transactions, including intra-Company transactions; technology transfers; transactions with other parties, including clients and suppliers; and use of business partners or others to complete a delivery or provide a service.

Before Company products, services or technology can be exported, re-exported, or delivered anywhere, the Company must validate that it has the authorization to export under U.S. export regulations and any applicable non-U.S. laws and regulations. For help, contact the Export Compliance Team at exportcompliance@redhat.com.

Defense Articles and Services

If the Company's business with government agencies or contractors involves the provision (including brokering) of products, technical data, or services relating to military applications or defense articles, additional Company policies and government regulations may apply to your activities. U.S. Government authorization is required prior to any transfer or disclosure of U.S. defense articles or services outside the U.S. or to non-U.S. persons. Other countries apply similar restrictions on transfers and disclosures of their defense articles and services. If you have any questions about what you can or cannot do, consult the Legal Department.

Imports

The Company must also comply with all import laws, regulations, and requirements when engaging in international trade. In addition to the cross-border movement of physical items, import implications may result from other activities, such as:

- Client activity requiring cross-border delivery;
- Calculation of product intra-Company prices for sales to a Company location in another country;
- Determination of product country of origin; and
- Maintenance of accurate data and records for product inventory, sales, and distribution.

Antiboycott Requirements

Red Hat and those acting on its behalf are prohibited from complying with or supporting a foreign country's boycott of a country that is friendly to the United States. Red Hat is required to report promptly to the U.S. Government any request to support a boycott or to furnish information regarding a boycott.

WORKING WITH ORGANIZATIONS OUTSIDE THE COMPANY

Whether you are selling, buying, or representing the Company in any other capacity, you must be ethical and lawful in your business dealings. Your actions can directly affect the Company's competitiveness, reputation, and compliance with applicable laws.

The Company regularly works with other organizations – subcontractors, suppliers, consultants, agents, business partners, and competitors – and frequently has multiple relationships with these companies. You must understand these relationships and act in accordance with our guidelines.

Working with other parties can present risks – the Company can be held liable for the misconduct of others, such as agents, consultants, or business partners. For example, if we know or have reason to believe a partner will offer or accept a bribe or kickback, the Company may be held accountable, even if the Company does not authorize or condone it. We require other parties with whom we interact to comply with many Company guidelines and meet our high standards of integrity in their work for us. If you are aware of or suspect another party is acting unethically or illegally, immediately report your concern to the Legal Department.

Dealing with Competitors

Competition laws, also known as monopoly, antitrust, fair trade, or cartel laws, are intended to prevent interference with the functioning of a competitive market system and exist in almost all countries where we do business. Prohibited conduct may include: colluding with others to fix prices or divide territories, illegally monopolizing an industry, or unlawfully abusing a dominant position.

Contacts with competitors require extra care. For example, exchanging competitive information with employees of a competitor can be a crime in certain circumstances.

Avoid discussion of or collaboration on proprietary or confidential information, including pricing policies, contract terms, costs, inventories, marketing and product plans, market surveys and studies, production plans and capabilities, and allocating customers or territories. Such discussions may be illegal. If a competitor raises a prohibited subject, stop the conversation immediately and inform the competitor that you will not discuss these matters. If the competitor continues to discuss the prohibited subject, leave the meeting. Immediately report such incidents to the Legal Department. Collaborating with competitors creates risk. It is your responsibility to understand the rules that apply to such activities and to avoid prohibited subjects. Obtain prior approval of your manager and seek advice from the Legal Department before collaborating with competitors, including competing business partners.

The Company and its competitors may attend conferences or trade association meetings where subjects of general interest are discussed without violating the law. Other acceptable contacts include sales to and purchases from other companies in our industry and approved participation in joint bids. You may also participate in Open Source communities and standards development organizations with competitors, provided proper care is taken with Company confidential information.

Working with Government Entities and Other GOEs

The Company engages with government-owned or -controlled entities (which we will refer to as GOEs) in many ways – for example, as customers, suppliers, consultants, or business partners. GOEs include both government entities and state-owned enterprises. Dealing with GOEs, their representatives, and government officials or their family members raises unique business and compliance issues, and you must follow the Company's established processes and controls to address them.

Before you engage in any business activity, including marketing or sales activities, it is your responsibility to determine if the party you are dealing with is a GOE or a government official (or a family member of one).

GOEs include government entities and state-owned enterprises. "Government entities" include government agencies, departments, branches, instrumentalities, and public enterprises, whether regional, national or local, as well as:

- Government-owned or -controlled schools, hospitals, utilities, and other organizations that provide public services;
- Public international organizations, such as the United Nations or World Health Organization; and
- Entities that procure under public procurement laws and regulations.

"State-owned enterprises" can be any other type of entity – even those that are privately held or publicly traded – if they are owned, controlled, organized, or sponsored by a GOE or a government official. A government official is an officer or employee of a GOE as well as any private individuals or entities acting in an official capacity on behalf of one.

If you are uncertain, don't guess; ask the Legal Department for help.

PROTECTING AGAINST CORRUPTION, ESPECIALLY WHEN WORKING WITH GOES

The Company prohibits bribery and kickbacks of any kind. Never offer or give anyone, or accept from anyone, anything of value that is, or could be viewed as, a bribe, kickback, or other improper benefit. Also, never improperly attempt to influence that person's or entity's relationship with the Company, whether to obtain or retain business, or receive some other benefit. You may not make such payments or offer such benefits through others, such as agents, contractors, consultants, business partners, trade associations, or suppliers.

Likewise, we expect everyone we interact with – including suppliers, business partners, resellers, agents, contractors, and consultants – not to accept or offer bribes or kickbacks. Anti-corruption laws around the world make bribery a crime. Some laws, like the U.S. Foreign Corrupt Practices Act and Brazil's Clean Company Act, focus on bribery of government officials. Other laws, like the UK Bribery Act, prohibit bribery of employees of commercial entities as well.

When working with business partners, suppliers or others, watch for warning signs of corruption and bribery, such as:

- Discrepancies in records or unexplained payments;
- Deep discounts, high margin, or abnormally high prices;
- Lack of skills or resources to do the job;
- Parties with no legitimate purpose in the deal;

- Extravagant expenses;
- Suspicious personal relationships or business arrangements.

Remember, you can violate anti-bribery laws by offering or providing anything of value to obtain or retain business or secure some other improper benefit. "Anything of value" means just that: *anything*, including money, meals, gifts, entertainment, transportation, travel, accommodations, event entrance fees, charitable contributions, and even employment or internships (paid or unpaid).

Giving and Receiving Business Amenities and Gifts

In our day-to-day business activities, we may offer and receive customary business amenities or gifts (like meals, transportation, lodging, entertainment, event entrance fees, referral fees and, in limited circumstances, gifts) to promote Company products and services, build goodwill, and strengthen working relationships. You must follow Company processes and obtain any required pre-approvals before giving or receiving business amenities or gifts. Review and follow [Red Hat's Policy on Business Entertainment and Amenities](#) for additional guidance.

Giving. Get your manager's approval before giving business amenities or gifts to others. Consult Red Hat's Policy on Business Entertainment and Amenities and obtain any required approvals from the Legal Department before giving business amenities or gifts to government officials, employees of government entities, GOEs or, in some countries, employees of commercial entities. Red Hat employees may not give an external party any cash, gift cards, gift certificates, or any other cash equivalents other than an award (generally a gift card) that is offered as part of an event or as a prize with the Legal Department approval.

Many jurisdictions restrict giving business amenities or gifts, directly or through others, to a government official or an employee or representative of a government entity, state-owned entity or, in some cases, commercial party. Make sure you understand the anti-bribery laws, ethics rules, and gift and other laws that apply where you work before offering anything of value to anyone. If you have any questions, don't guess. Ask your manager or the Legal Department – they can help.

Employment and Internships. Never promise or provide employment or internships for the purpose of obtaining a business advantage or other preferential treatment for the Company. Hiring must be done in accordance with applicable Company policies and processes.

Charitable Contributions. Follow the section on charitable contributions included in the Company's Policy on Business Entertainment and Amenities before giving a charitable contribution, grant, or donation on behalf of the Company. This includes sponsoring events hosted by non-profits, purchasing tables at events, and making other contributions of any

kind. Never make, or ask someone else to make on the Company's behalf, a charitable contribution to obtain a business advantage or preferential treatment for the Company.

Receiving. Neither you nor any member of your family may, directly or through others, solicit or accept from anyone money or any other business amenity, other than items of nominal value in the circumstances and, for business entertainment where both you and the provider are present, reasonably modest amenities permitted by Red Hat's Policy on Business Entertainment and Amenities. In no case may you solicit or accept a business amenity or gift of any value where doing so could influence or reasonably give the appearance of influencing the Company's business decisions. If you or your family members receive any such business amenity (including money), even if unsolicited, notify your manager and take appropriate measures, which may include returning or disposing of what you received. Red Hat employees may not receive from an external party any cash, gift cards, gift certificates, or any other cash equivalents other than a gift card of nominal value. A gift will be considered of "nominal value" if it is \$100 USD or less, provided that, in the case of gift cards, the value must be \$20 USD or less. If you are uncertain whether a gift or other business amenity may be accepted, please contact the Legal Department.

It is not unusual for software and hardware companies in the Company's industry to offer free software and/or hardware to employees for testing purposes. If you are offered such equipment, you may accept it on behalf of the Company provided the equipment is necessary to your performance of your job or an open source project in which you participate and you notify the Legal Department of the hardware or software contributed. All such donated hardware and software shall be the property of the Company.

Avoiding Money Laundering and Funding Terrorist Activities

We must comply with applicable laws prohibiting money laundering and terrorism financing. The Company has implemented policies and processes to help prevent and detect inappropriate or suspicious activities. Employees who are responsible for making or receiving payments on behalf of the Company must guard against the use of our funds, products, and services for purposes of money laundering, terrorism financing, or other criminal activity. Report any suspicious transactions or payments, or raise questions to your manager or the Legal Department (see "Reporting and Compliance Procedures" below).

Be alert for suspicious transactions, such as:

- Payments made in currencies other than the currency specified in the contract;
- Over-payments and requests for refunds; and
- Unusual fund transfers to or from parties or countries not involved in the deal.

Selling in the Public Sector

Public sector procurement laws are designed to ensure that products and services sold to, or for the benefit of, a government entity or other GOE are procured at fair and reasonable prices. The regulations and procedures around public sector procurement are complex and vary widely. It is your responsibility to identify and comply with applicable regulations and procedures.

Sole Source. Comply with all laws and Company policies concerning sole source procurements and contact the Legal Department with any questions.

Access to Information. Do not, directly or indirectly, obtain oral or written information (including advance copies of solicitation or tender documents and government planning and budgetary documents) that has not been made available to the general public or to all bidders, or that is subject to restrictions regarding its use. Do not seek or obtain non-publicly available information regarding competitors' bids or the decision-making process of the GOE. It is your responsibility to make sure you have only appropriate information. If you are uncertain about any information, consult with the Legal Department.

Pre-Bid Activities. Be careful when communicating with government agencies on procurement matters – contact the agency only through the person(s) designated by the government for a solicitation. Do not prepare a solicitation document on behalf of a public sector customer, even at the customer's request; submit any anonymous documents, such as white papers, to a public sector customer; or encourage a public sector customer to sign an agreement before an award is made to the Company. Doing so may prevent us from subsequently bidding.

Hiring and Business Opportunities. Do not discuss business or employment opportunities that could personally benefit any public sector employees involved in procurement planning or decisions (or their family members) before or during the course of a bid. Ethical and legal restrictions may apply – before and after the Company wins the bid and on an ongoing basis during and after government employment.

Pay-to-Play. Some jurisdictions have “pay-to-play” laws that impact public sector contractors, like the Company. If you are in a senior position within the Company or if you have responsibility for negotiating or overseeing government contracts, you and your family members may be restricted from giving personal political donations in some jurisdictions. Understand and comply with all restrictions that apply to you and contact the Legal Department with any questions.

Fulfilling Contract Requirements. Do not ship, provide, or invoice products and services to a GOE until the Company receives a valid order (e.g., purchase order) containing terms and conditions acceptable to the Company. A limited exception to this rule may be approved by the Legal, Accounting, and Services Departments pursuant to Red Hat's established processes.

Using Agents And Consultants; Teaming With Competitors. Approval of the Legal Department is required before using any agents or consultants for Red Hat (which does not include partners reselling Red Hat offerings) on public sector procurement deals. Teaming with competitors on public sector deals (e.g., bidding as a consortium with a competitor) presents several risks – consult with the Legal Department.

Contingent Fees. A contingent fee is a fee paid by one party to another party for securing business for the first party. Some jurisdictions prohibit paying or receiving contingent fees for sales to a GOE. Get approval from the Legal and Accounting Departments before agreeing to contingent fees or other incentives.

If you have any questions, need help or are aware of or suspect any violation of these public sector guidelines or of a public sector procurement law, consult the Legal Department.

Other Interactions with Government Personnel or Candidates for Public Office

Lobbying. You must obtain prior written approval from Red Hat Legal Department's Government Affairs and Global Public Policy team to engage in such contacts (which may include lobbying) or to authorize anyone else – like a consultant, agent, trade association, or business partner – to engage in such contacts on the Company's behalf either directly or through a third party. Any contact with government personnel to influence any legislation, regulation, policy, or government action is strictly reviewed by the Legal Department's Government Affairs and Global Public Policy team and may be considered lobbying, including possible responses to government requests for comments on any public policy matter. Under some laws, lobbying even includes normal marketing, procurement, and sales activities directed to government customers. You are responsible for knowing and complying with all relevant lobbying and associated gift laws and reporting requirements.

Use of Company Property – Government Officials and Candidates for Public Office. Company resources, including but not limited to Red Hat email addresses, telephones, messaging systems, premises, or Brand assets, may not be used to engage in electioneering, for endorsement of or campaigning on behalf of candidates for public office, ballot initiatives, or efforts to influence government action on legislation, regulation, or any policy without prior approval of Red Hat's General Counsel or Vice President of Government Affairs and Global Public Policy. You must obtain approval from the Legal Department's Government Affairs and Global Public Policy team before inviting current or former public officials and candidates for public office to a Company office or Company-sponsored event.

If permitted by applicable law and with prior approval of the Legal Department, the Company may reimburse the actual and reasonable travel expenses incurred by a public official in connection with an approved Company speaking engagement, but the Company generally does not pay honoraria.

Hiring Current and Former Government Employees. Current and former government employees may need government clearance before discussing employment with the Company. Requirements differ by jurisdiction – check with the People Team.

REPORTING AND COMPLIANCE PROCEDURES

Every employee has the responsibility to ask questions, to seek guidance, to report suspected violations, and to express concerns regarding compliance with this Code. If you know or believe that any other employee or representative of the Company has engaged or is engaging in Company-related conduct that violates applicable law or this Code, you should report such information to your manager (if you feel comfortable doing so) or to the Legal Department. You may report such conduct openly or anonymously without fear of retaliation, as further described below.

The Company will not discipline, discriminate against, or retaliate against any employee for reporting such conduct in good faith, whether or not such information is ultimately proven to be correct, or for cooperating in any investigation or inquiry regarding such conduct. Any manager who receives a report of a violation of this Code must immediately inform the Legal Department. If you believe you have been retaliated against for such a report, please share your concern with the Legal Department.

You may notify the Legal Department and report violations of this Code on a confidential or anonymous basis, except where anonymous reporting is prohibited by law, by calling Red Hat's Compliance and Ethics Hotline at **800-224-9902** or **678-999-4553**. Your message will be directed to the Legal Department. While we prefer that you identify yourself when reporting violations so we may follow up with you as necessary for additional information, you may leave messages anonymously. You may also contact the Legal Department by email at legal@redhat.com or by mail at the following address: Red Hat, Inc.; Attn: Red Hat Legal Department; 100 East Davie Street; Raleigh, NC 27601.

If you have a similar concern involving conduct by an IBM representative outside of Red Hat, or otherwise wish to contact Red Hat's parent company, IBM, you may do so by sending an email to confidentiallyspeaking@us.ibm.com.

When the Company's customer is in the public sector, the Company is that customer's "contractor." U.S. law provides for certain rights, remedies, and protections for contractor employees who, in connection with U.S. government contracts or funds, report internally or to certain government officials or entities information the employee reasonably believes is evidence of gross mismanagement or waste, abuse of authority, violation of law, or a substantial and specific danger to public health and safety.

In the United States, trade secrets are protected under both federal and state law. It will not be a violation of the Code, and you will not be held liable under any U.S. federal or state trade secret law, if you disclose a trade secret in confidence to the government or an

attorney solely for the purpose of reporting or investigating a suspected violation of law, or if you disclose a trade secret under seal in a complaint or other filing or in response to a court order in a lawsuit or other proceeding.

If the Red Hat Legal Department receives information regarding an alleged violation of this Code or of law, it shall, as appropriate, initiate an inquiry or investigation and take any appropriate responsive action. Employees shall cooperate fully with any such inquiry or investigation – for example, promptly, completely, and truthfully comply with all Company requests; participate in meetings and interviews in a timely manner when requested; and provide, keep, and make available for inspection all relevant information relating to Red Hat’s business (from any device or location, electronic or otherwise, within their possession or control) as directed or determined by the Company. Failure to cooperate with any such inquiry or investigation may result in disciplinary action, up to and including termination of employment by Red Hat.

Failure to comply with the standards outlined in this Code, as determined by the Company in its discretion, will result in disciplinary action including, but not limited to, reprimands, warnings, probation or suspension without pay, demotions, reductions in salary, termination, and restitution. Certain violations of this Code may require the Company to refer the matter to the appropriate governmental or regulating authorities for investigation or prosecution.

Moreover, any manager who directs or approves of any conduct in violation of this Code, or who has knowledge of such conduct and does not immediately report it, also will be subject to disciplinary action, up to and including termination of employment by Red Hat. All such disciplinary actions are to be taken in accordance with the laws pertaining to the place of employment of the subject party, including laws governing due process and employment, and such other agreements of employment as may exist between the Company and the subject employee.

DISSEMINATION AND AMENDMENT

This Code shall be distributed annually to each employee of the Company, and all employees shall certify that they have received, read, and understood the Code and have complied with its terms.

The Company reserves the right to amend, alter, or terminate this Code at any time for any reason. The most current version of this Code can be found in the Legal Policies and Guidelines section of the Company’s intranet.

This document is not an employment contract between the Company and any of its employees or officers and does not alter any existing employment contract, if any, or, where no such employment contracts exists, the Company’s at-will employment policy.

CERTIFICATION

I, Vardhman Jain do hereby certify that:

(Print Name Above)

1. I have received and carefully read Red Hat's current Code of Business Conduct and Ethics.
2. I understand the Code of Business Conduct and Ethics.
3. I will comply with the terms of the Code of Business Conduct and Ethics.

12/23/2021

(Date)

DocuSigned by:
Vardhman Jain
7002DCFFE9AD40A...

(Signature)

Each employee is required to return this certification to the company within 14 days of request. Failure to do so may result in disciplinary action up to and including termination.

Certificate Of Completion

Envelope Id: 8A5D4CF1A0CB4023A38C4DC469E35279	Status: Completed
Subject: ACTION REQUIRED: EMPLOYMENT CONTRACT APPROVAL FOR Vardhman Jain / 5 Jan 2022 / 92272 / India	
iCIMS System ID: 1957393	
Red Hat Entity: Red Hat India Private Limited	
US Tax Form State Code:	
Export to People Files: No	
Export envelope to EBS: No	
Region: APAC	
Country: India	
Party ID:	
Source Envelope:	
Document Pages: 21	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Red Hat
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	100 E. Davie Street
	Raleigh, NC 27601
	yourcareer@redhat.com
	IP Address: 45.251.15.235

Record Tracking

Status: Original	Holder: Red Hat	Location: DocuSign
12/22/2021 10:00:25 AM	yourcareer@redhat.com	

Signer Events

Signer Events	Signature	Timestamp
Karthikeyan Ramachandran kramacha@redhat.com Security Level: Email, Account Authentication (None)	Completed Using IP Address: 49.37.223.6	Sent: 12/22/2021 10:00:26 AM Viewed: 12/22/2021 10:25:56 AM Signed: 12/22/2021 10:26:03 AM

Electronic Record and Signature Disclosure:
Accepted: 12/22/2021 10:25:56 AM
ID: dbbd81be-3b41-4515-9d33-25944a36ec5e

Vandana Vaddan
vvaddan@redhat.com
Director
Red Hat India Pvt Ltd
Security Level: Email, Account Authentication (None)

DocuSigned by:
Vandana Vaddan
05CA11A6D1CB4B7...

Signature Adoption: Pre-selected Style
Using IP Address: 223.229.208.38

Sent: 12/22/2021 10:26:05 AM
Viewed: 12/22/2021 12:52:08 PM
Signed: 12/22/2021 12:52:20 PM

Electronic Record and Signature Disclosure:
Accepted: 8/27/2021 2:48:59 AM
ID: 69244473-895f-4470-98da-7f807c1ff56d

Vardhman Jain
vardhmanjain293@gmail.com
Security Level: Email, Account Authentication (None)

DocuSigned by:
Vardhman Jain
7002DCFFE9AD40A...

Signature Adoption: Uploaded Signature Image
Using IP Address: 110.227.58.118

Sent: 12/22/2021 12:52:24 PM
Viewed: 12/23/2021 4:15:55 AM
Signed: 12/23/2021 4:56:52 AM

Electronic Record and Signature Disclosure:
Accepted: 12/23/2021 4:15:55 AM
ID: adae9eff-1d9a-4c11-afe6-67bd8e60b221

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Red Hat yourcareer@redhat.com Red Hat, Inc. Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/22/2021 12:52:22 PM Resent: 12/23/2021 4:56:55 AM
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Karthikeyan Ramachandran kramacha@redhat.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 12/22/2021 10:25:56 AM ID: dbbd81be-3b41-4515-9d33-25944a36ec5e	COPIED	Sent: 12/22/2021 12:52:23 PM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	12/23/2021 4:15:55 AM
Signing Complete	Security Checked	12/23/2021 4:56:52 AM
Completed	Security Checked	12/23/2021 4:56:52 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Red Hat, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Red Hat, Inc.:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: offer@redhat.com

To advise Red Hat, Inc. of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at offer@redhat.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Red Hat, Inc.

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to offer@redhat.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Red Hat, Inc.

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to offer@redhat.com and in the body of such request you must state your e-mail, full name, US Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and

- Until or unless I notify Red Hat, Inc. as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Red Hat, Inc. during the course of my relationship with you.

Date : 22 November 2021

Ritik Joshi

16, Shri Mangal Estate, Near Shri Mangal Nagar, Bangali
Chouraha, Indore, Indore, Madhya Pradesh 452016

LETTER FOR INTERNSHIP

Dear Ritik,

With reference to your application and subsequent interview(s) you had with us, we are pleased to offer you internship with Incedo as per the below terms and conditions.

Designation	: Intern
Location of training	: Pune
Department	: Delivery Function
Duration	: 10 January 2022 to 10 July 2022
Stipend	: INR 25,000 per month

1. Please note this is the internship confirmation letter, internship completion letter will be issued only after successful completion of the training.

2. This internship is convertible into an employment with the company subject to the terms mentioned in your appointment letter and submission of below self-attested documents.

- a) Educational documents: 10th, 12th, Graduation Degree, Post-Graduation Degree (if applicable)
- b) Address proof: Passport/Driving license/ Voter ID card/Aadhaar card
- c) PAN card copy (Mandatory)
- d) Aadhaar card copy (Mandatory)
- e) Work experience letter of previous organizations (if applicable)
- f) One (1) coloured photograph (passport size, with white background)
- g) Resume

Incedo Technology Solutions limited

CIN: U72200DL2011PLC220071

Gurugram: 248, Udyog Vihar, Phase -IV, Gurugram - 122015. Tel: +91 124 4345901, +91 124 4345400

Bengaluru: 1st Floor Tower C, Global Technologies Park, Outer Ring Road, Global Technologies Park, Marathali, Bangalore – 560103, Tel: + 91 8067085800

Chennai: 3rd floor, Bascon Maeru-Block-B, Kodambakkam High Road, Nungambakkam, Chennai – 600034, Tel: +91 44 66851400/1500

Pune: Sammon Magnum Opus Business Park, Lalit Estate, Baner, Pune - 411045, Tel: +91 20 67182007

Registered Office: A-47, Lower Ground Floor, Hauz Khas, New Delhi-110016, Tel: +91 11 41655400

Contactus@incedoinc.com

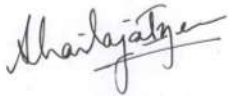
3.The Company may, at its sole and absolute discretion, conduct background checks prior to or after joining or at any time in future, to check but not limited to your identity, the address provided by you, your education background and past work experience, past antecedents, drug tests and/or any other test or verification. You expressly consent to the Company conducting above checks. You are required to furnish the documents listed in the "Appointment Letter", "Background Verification Form" or any other document as may be required. If the Company, is not satisfied, in its sole and absolute subjective discretion, with the outcome of the aforesaid checks, the Company may (I) Reserve the right to withdraw the Offer made to you without any notice and Compensation (II) Or may treat your appointment as null and void ab-initio (III) Or it may take such other appropriate action as may be advised.

4.In case, you decide to leave Incedo during your internship period under any circumstances, we recommend providing an advance notice of 4 weeks for a smooth transition.

5.You shall always comply with the Company's policies/guidelines. Management reserves the rights to amend or modify the existing policies/guidelines as required, at its sole discretion, any time during the year, with or without notice.

Wishing you a good learning experience at Incedo!

FOR INCEDO TECHNOLOGY SOLUTIONS LIMITED



**AUTHORIZED SIGNATORY
HUMAN RESOURCES**

Principal Global Services Pvt. Ltd.,
(A Member Company of Principal Financial Group, USA)
Tower 16, Cybercity, Magarpatta City,
Hadapsar, Pune - 411013, India
Tel.: +91 020 6621 4000
<http://www.principal.com>



December 17, 2021

Ritik Chandwani
332, One Tree Hills Sant Hirdaram Nagar, Bairagarh, Bhopal
Bhopal, MP 462030

Sub: Internship

Dear Ritik,

Principal Global Services Private Limited (Company or Principal) Internship Policy provides opportunities to students or other eligible persons to have experiential learning in the organization by deploying their knowledge and skills.

With reference to the request from your college/Institute for carrying out internship as part of your curriculum studies we are pleased to extend you the internship at Principal Global Services from 20-Jan-2022 – 25-May-2022.

Term and Conditions

- The period of the internship is as prescribed by university/ college or organization.
- Interns are not employee of Principal Global Services. Internship is neither an employment nor assurance of employment in Principal Global Services.
- The interns will also give an undertaking that "he/she" shall strictly maintain full confidentiality and secrecy of any information/matter relating to Principal. Further during internship period interns should abide by code of conduct and other applicable policies of Principal Global Services.
- An intern may be considered for employment in the Principal Global Services against an approved open position if any. Performance during the internship program will be a crucial factor for consideration for permanent position in the organization.
- On successful completion of training interns will be awarded with the certificate for completion of internship project/ program with the Company.
- You Project supervisor will set role expectations before the start of the project. Post the completion of the project, the project supervisor will evaluate your performance, the same will be documented and will be sent to your university as required.
- The projects will be selected and allocated by respective leader as per the project category.
- Interns will have to follow working hours as per Principal Work Hour Policy.

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CIN: U64120PN2005PTC129516

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Stipend:

You will receive a stipend of INR 15,000/- per month.

Stipend	Per Month (INR)
Basic	INR 12,022
HRA	INR 2,506
ESIC	INR 4,72
Total Stipend	INR 15,000

- Appropriate taxes as applicable will be deducted every month from your stipend
- Stipend less than INR 15,000/- per month will attract Employee State Insurance Corporation (ESIC) deduction as per ESIC provision
- TDS will be applicable as per income tax law

Interns will also be eligible for following benefits over and above stipend amount.

- Transportation facility as per company's Transport Policy.
- Leaves as per the curriculum guidelines, if any or in absence of any guidelines, as per the Leave policy of Principal Global Services uploaded on intranet.

Code of Conduct:

- You shall at all the times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- To generate 'mutual respect', you should respect all individual irrespective of their caste, age, sex, level etc.
- You shall honor and comply with all rules and regulations of the Company and statutory requirements, in letter and spirit.
- You shall maintain utmost secrecy with regards to confidential and proprietary information relating to the Company. This information includes and is not limited to trade secrets, technical processes, financial information, and other non public information including personally identified information relating to suppliers, employees, agents, distributors and customers.

Confidential

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- You shall not, during your internship or at any time thereafter, directly or indirectly divulge, disclose, make known, communicate use, disclose to any persons, firm, Company or concerns Company's secret, proprietary and/or confidential or any other information which you may acquire receive or obtain in relation to the Company's affairs or to the working of any process or any invention which is carried on or used by the Company or any other matter which may come to your knowledge in the course of or by the reason of your employment with the Company except for the sole benefit of the Company. Provided that, in the event and to the extent it is required by law, you shall, prior to disclosing the same to the appropriate authorities, give the Company sufficient days' prior notice of the same to the extent possible. This restriction does not apply to information available in public domain.
- You shall not take copies of confidential documents or information for your own purposes, and forthwith upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- You shall not engage in any business as principal/ agent or otherwise. Meaning thereby, you will not indulge into dual employment while employed with the Company. You may however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character after expressing written permission from competent authority of the Company.
- You will promptly return to the Company upon termination of employment all documents and other materials developed for or otherwise belonging to the Company or its associates and all copies and materials shall remain the exclusive property of Principal Global Services.
- You will be bound by code of conduct and all other rules, regulations policies and orders issued by the Company from time to time as if these et al, were part of this contract of internship.
- You understand that a breach of the Code of conduct can put the Company at substantial risk and every intern is accountable for his own behavior. Failure to follow the Code will result in appropriate disciplinary action, up to and including termination of internship or relationship with the Company and in addition Company may take all legal actions in the appropriate court of law.

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Termination of Internship

Your internship with the Company may be terminated at any time without cause. Either the Company or an employee may at any time terminate the internship by giving 7 days' notice or if acceptable to the BU Head, a sum equal to the amount or prorated amount of stipend which would have accrued to the employee during the period of notice.

The internship at Principal is subject to exclusive jurisdiction of Courts at Pune, Maharashtra only.

We welcome you and wish you every success in your career with Principal, a promising venture that will provide you a challenging and a rewarding professional environment with ample opportunities for career development.

You are requested to join us on January 20, 2022. Please do not hesitate to connect with us for any clarifications.

Yours Sincerely,
For **Principal Global Services Private Limited.**

A handwritten signature in blue ink, appearing to read 'Manish Tripathi'.

Manish Tripathi
Associate Director - Talent Acquisition

I accept the offer on stipulated terms & conditions and shall join duty on or before January 20, 2022

Signature:
Name:

Confidential

Registered Office: Tower 16, Cybercity, Magarpatta City, Hadapsar, Pune - 411013, India
CIN: U64120PN2005PTC129516

1st December 2021

To,
Samiksha Bhavsar

Samiksha,

Dear Samiksha,

This refers to your application for internship and the subsequent discussion you had with us. We are pleased to offer you the position of Intern at Bangalore.

The duration of internship will be from 3rd January 2022 to 3rd June 2022. During the internship period, you will be eligible for a stipend of **INR 15,000 per month**. The company will deduct taxes as appropriate and consistent with the Indian tax regulations. Also, during your internship period, you will be eligible for 1 day of medical leave per month.

Your internship period would be for a duration of Six (6) months. You can terminate this Agreement with serving a Notice Period of Thirty (30) days.

You are requested to submit photocopies of the following documents with the signed copy of acceptance letter.

- Latest passport size photograph
- ID and Address Proof
- Educational Qualification Certificates

We look forward to you working with Capillary Technologies.

Best Wishes,
for **Capillary Technologies India Ltd.**



Name: Shruti Alva
Designation: **Director, Human Resources**



Capillary Technologies India Limited

(Formerly Known as Capillary Technologies India Private Limited)

CIN- U72200KA2012PLC063060

Regd. Office -#36/5, 2nd Floor, Somasandra Palya, adjacent 27th Main Road, Sector 2, HSR Layout, Bengaluru-560102, Karnataka.

Tel: 1800 419 4450/+91 80416 09498

Email: investorrelations@capillarytech.com

Website: www.capillarytech.com

Acceptance of Internship

I hereby accept the Internship as set out in this letter. The date of my commencement of internship is 03/01/2022.

Name: Samiksha Bhavsar

Signature:  _____



Capillary Technologies India Limited

(Formerly Known as Capillary Technologies India Private Limited)

CIN- U72200KA2012PLC063060

Regd. Office -#36/5, 2nd Floor, Somasandra Palya, adjacent 27th Main Road, Sector 2, HSR Layout, Bengaluru-560102, Karnataka.

Tel: 1800 419 4450/+91 80416 09498

Email: investorrelations@capillarytech.com

Website: www.capillarytech.com

3rd January 2022

To
Mr. Sanil Sarathe,
Indore

sanilsarathe76@gmail.com

Sub: Offer of Employment

Dear Sanil,


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.

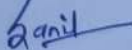
Designation: Intern - Engineering (STPA)

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, 3rd January 2022** 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, 3rd 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.


Anshuman Thakur
Senior Manager - HR

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

Date: 03/01/2022 Name: SANIL SARATHE Signature: 

Systango Technologies Pvt. Ltd.

CIN : U51109MP2004PTC016959

Crystal IT Park (SEZ), Building No. 1, 3rd Floor, Indore - 452001, India ☎ +91-731-2971030 🌐 www.systango.com

Annexure – A

- Internship: 6 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
Total Fixed Remuneration (A)		22,000	264,000
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
Total Retrials (B)			98,559
Total Cost to Company		22,000	362,559

(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 + Training Period (6 months) 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: 03/01/2022

Name: SANIL SARATHE

Signature

Sanil

Systango Technologies Pvt. Ltd.

CIN : U51109MP2004PTC016959

Crystal IT Park (SEZ), Building No. 1, 3rd Floor, Indore - 452001, India

+91-731-2971030

www.systango.com

Date: 22nd July 2021

Sanskar Gautam

The Institute of Engineering & Technology, DAVV

Dear Sanskar

On behalf of **CDNA Technologies Pvt Ltd (Nuclei)** it is our pleasure to offer you an internship as a **Full Stack Developer** with a tentative date of joining **1st January 2022**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favourable impression with everyone you interacted with and we are excited with the prospect of your joining our company.

You shall receive a stipend of **INR 22,000/- per month** during your 6 month internship period. Post joining on a fulltime basis, you shall receive an **Annual Fixed CTC of INR 9,00,000/-** (Rupees Nine Lakhs Only) (Including PF & applicable taxes, if any) and **Employee Stock Appreciation Rights (ESARs) worth INR 7,00,000/-** (Rupees Seven Lakhs Only) with a four-year monthly vesting, which will start from the date of joining on a fulltime basis. You will receive a medical insurance coverage of INR 2 lakhs from ICICI Lombard. You will also be entitled to other benefits as determined by the company from time to time.

Please refer to the following:

Annexure I: Compensation breakup

Annexure II: Terms and conditions of your employment

Your employment is subject to completion of **six months of** internship from the date of joining. The continuation of your services with CDNA Technologies Pvt Ltd will be confirmed at the end of the internship, subject to satisfactory performance. You will receive a confirmation letter post completion of internship.

Please acknowledge the acceptance of the offer by signing the copy and sharing it with us.

We look forward to you having a long and fruitful relationship with CDNA Technologies Pvt. Ltd.

With Best wishes,

For CDNA Technologies Pvt Ltd

Ankur Joshi



Ankur Joshi
Founder & CEO

I have read and understood the terms and conditions mentioned. I undertake that there would be no breach of this confidentiality agreement. I hereby accept the employment offer & will be joining on

Sign:

Date:

ANNEXURE I

COMPENSATION BREAKUP

1. The Company shall pay you a stipend of **INR 22,000/- per month** during your 6-month internship period.
2. Post joining the company on a fulltime basis, you shall receive an **Annual Fixed CTC of INR 9,00,000/-** (Rupees Nine Lakhs Only) (Including PF & applicable taxes, if any) and **Employee Stock Appreciation Rights (ESARs) worth INR 7,00,000/-** (Rupees Seven Lakhs Only) with a four-year monthly vesting, which will start from the date of joining on a fulltime basis.
3. TDS, as applicable, shall be deducted by the Company for all payments made to you and pay to the credit of the Government, from the start of your internship period i.e., from **1st January 2022 till 30 June 2022**.

Salary Components	Annual Compensation (INR)	Monthly Compensation (INR)
CTC	9,00,000.00	75,000.00
Basic	4,50,000.00	37,500.00
HRA	1,80,000.00	15,000.00
Special Allowance	2,48,400.00	20,700.00
Employer's Contribution of PF	21,600.00	1,800.00
Gross Salary	9,00,000.00	75,000.00
Deduction		
PF-Employee Contribution	21,600.00	1,800.00
PF-Employer Contribution	21,600.00	1,800.00
Professional Tax	2,400.00	200.00
Net Salary	8,54,400.00	71,200.00

*Your compensation is subject to tax deductions.

For CDNA Technologies Pvt. Ltd.

Ankur Joshi


Ankur Joshi
Founder & CEO

ANNEXURE II

Terms and Conditions

1. COMPENSATION AND BENEFIT

1.1. You shall receive **Annual Fixed CTC of INR 9,00,000/- (Rupees Nine Lakhs Only)** (including PF and applicable taxes, if any). This Compensation is subject to payment of withholding tax as provided during the Term of Employment (“Annual Total Compensation Cost to the Company”)

1.2. **ESARs:** You will also receive **Rs.7,00,000 /- (Rupees Seven Lakhs Only) worth of Employee Stock Appreciation Rights with a 4-year monthly vesting**. You shall be issued a separate letter for ESARs grant detailing the same as per the company ESAR policy.

1.3. You shall receive a medical insurance coverage of Rs. 2 Lakhs from ICICI Lombard

1.4. You will be entitled to other benefits as determined by the Company from time to time.

1.5 You shall receive a stipend of **INR 22,000/- per month** during your 6-month internship period.

2. CONFIRMATION

There will be an initial internship period of **six months** from the date of employment. The continuation of your services with CDNA Technologies Pvt Ltd will be confirmed at the end of the internship period, subject to satisfactory performance. You will receive a confirmation letter post completion of probation period and successful completion.

3. PLACE OF WORK

Your work is independent of location.

4. PERFORMANCE APPRAISAL:

Your performance and promotion will be considered based on your level of contribution as mentioned in the Growth Guide.

5. CONFIDENTIALITY, NON-DISCLOSURE AND INTELLECTUAL PROPERTY RIGHTS

5.1. You are required to sign the company’s Standard Confidentiality, Non-Disclosure and Intellectual Property Right Agreement at the time of joining if required.

5.2. The company will retain ownership rights (patents, trademarks, business processes, domain names, works of authorship, designs, utility models, copyrights whether registered or unregistered) concerning the work undertaken by you during employment at Nuclei.

5.3. The Employee appreciate that during the period of employment he/she may produce or obtain trade secrets and other confidential information related to the Employer’s or Client’s business including but not limited to computer software, algorithms, methods of business, marketing, techniques, ideas, inventions, customer lists, trade secrets etc and the Employee agree that he/she shall respect the confidences entrusted to him/her by not disclosing or using such information without the Employer’s written permission,

5.4. Confidential Information includes any and all information, directly or indirectly disclosed by the Employer to the Employee, regardless of the form of such disclosure (whether written, oral, delivery of

sample, visual observation or in any other form, tangible or intangible), including but not limited to, document such as drawing and specification; knowledge and/or information such as ideas, concept and plans; any and all information regarding technology such as technical information; any and all business information; and any factual information and data or personal data/personal data in connection with the development or any information or data or personal data or any projected information without any limitations, of the Client(s) of the Employer (including the name or brand of the Client).

5.5. In case any Information is obtained from a source other than Employer without obligation of confidentiality or is publicly available when received or subsequently becomes publicly available through no fault of the Employee or disclosed by Employer or its Clients to one another or to any third party without obligation of confidentiality, this does not constitute as a breach by the Employee.

5.6. If the Employee violates/violates any term and conditions of the Agreement including but not limited to destructing, deleting, tempering, or causing harm to the confidential information in any way or if any confidential is disclosed to any third party due to any reason attributable to the acts or negligence or branch of obligation of the Employee, the Employee shall fully indemnify and compensate the Employer or its Client for any damage caused there-form. The extent such damages will include the consequential damages to the Employer's and/or Client's business. In such an event the Employer or its Client, as the case may be, may initiate appropriate proceedings against the Employee for his acts of default or branch, in the court of Law in appropriate jurisdictions, without any restriction/limitation.

6. SET OFF

If, during your employment under this Agreement, you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect the remaining balance.

7. COVENANT NOT TO COMPETE & SOLICIT

7.1. You agree that while employed by the Company, you shall not directly or indirectly through any person, entity or contractual arrangement engage or be interested in any business anywhere in the world similar to the Company's Business, as it may exist from time to time after the date hereof, or perform management, executive or supervisory functions with respect to, own, operate, join, control, render financial assistance to, receive any economic benefit from, exert any influence upon, participate in, render services or advice to, or allow any of its officers or employees to be connected as an officer, employee, partner, member, shareholder, consultant, act on a work-for-hire or outsourced basis or otherwise provide any services for, any business, person or entity that competes in whole or in part with the Business.

7.2. You acknowledge that the covenants set forth in this Section 7 are an essential element of this Agreement and that any breach by you of any provision of this Section 7 may result in irreparable injury to the Company. You acknowledge that in the event of such a breach, in addition to all other remedies available at law, the Company shall be entitled to equitable relief, including injunctive relief, and an equitable accounting of all earnings, profits or other benefits arising therefrom, as well as such other damages as may be appropriate.

7.3. You shall not solicit, incite or in any other way encourage other employees of the Company, its subsidiaries, divisions, or affiliates to terminate their respective contracts of employment with the Company.

8. TERMINATION OF EMPLOYMENT

8.1. Termination of the employment for “cause”:

The Company may terminate Employee’s employment without notice in the event of non- performance, wilful or serious misconduct on Employee’s part, which includes, but is not limited to, theft, fraud, misrepresentation, disrespect towards colleagues, dishonesty, assault, drunkenness, or being under the influence of illicit drugs, refusing to carry out a lawful and reasonable direction or serious breach of Company’s policies.

8.2. Termination of the employment without “cause”:

The Company may terminate Employee’s employment at any time by providing you sixty days (60 days) of notice in writing of the termination date. The Company may, at its option, make payment in lieu of notice for part or all of any period of notice of termination.

8.3. Termination of the employment by you:

You may also terminate this agreement upon sixty days (60 days) of prior notice of termination. During the notice period, you will be required to hand over duties and responsibilities to the next hired candidate in his/her place. The Company may also relieve you of any and all job duties. You need to strictly adhere to the notice period or as is agreed between the Employee and the Company.

8.4. Termination in case you abscond from work:

In case employee is absent from his/her official duty continuously for four or more days without any information, employee shall be deemed to have left and relinquished the service on his/her own accord and such relinquishment of service shall be deemed as a repudiation of this Agreement by you and not a termination of services by the Company. In such circumstances, the Company will have the discretion of adjusting salary against the notice period /any imprest dues of such abandonment. Also, you will have no claims to any compensation or salary thereof.

8.5. Termination in case of Sexual Harassment by you:

The Company has the right to terminate you if sexual harassment charges as proved against you. You are bound by the ‘Policy on Sexual Harassment of Employees’ drafted by the Company. Company’s decision as to the termination of Employee’s services or employment shall be final and legally binding on you.

8.6. Full and Final Settlement of the dues:

You will be responsible to obtain all necessary sign offs on the clearance form from the concerned department heads. You will be further responsible for handing over all such documents to the People & Culture department on the last working day to enable smooth processing of his/her final dues settlement.

Formalities for settling the final dues will commence on submission of all the necessary documents and the settlement process will take minimum 30 to 45 days after the documents are submitted.

9. THE COMPANY PROPERTY – EMPLOYEE’S DUTY TO RETURN

9.1. The Company’s Intellectual Property and Property acquired by you after signing this Agreement shall be returned to the Company no later than the final date of the termination of his/her employment with the Company.

9.2. Until such time as all the Property is returned to the Company, the Company shall be entitled to withhold any salary, emoluments or other dues of you and may further, at its discretion, deduct therefrom, the full value of the Property calculated at its then replacement price. In addition, the Company shall have the right to recover the full amount of the replacement price, if the dues of you are not sufficient to cover the replacement price.

9.3. You shall be liable to compensate the Company for any misuse or damage caused to the Property, including electronic devices, of the Company. In case you fail to compensate the Company, the Company shall be entitled to withhold any salary, emoluments or other dues by you and may further, at its discretion, deduct therefrom, the full value of the Property calculated at its then replacement price. In addition, the Company shall have the right to recover the full amount of the replacement price, if your dues are not sufficient to cover the replacement price.

10. NOTICES

10.1. All notices given pursuant to this Agreement, shall be in writing and shall be deemed to be served as follows: (a) in the case of any notice delivered by hand, when so delivered; (b) if sent by pre-paid post or courier, on the fifth business day after the date of posting; (c) in the case of any notice sent by facsimile, upon the receipt of a confirmation copy at the sender’s facsimile machine; and (d) if sent by e-mail, 24 hours after the e-mail is sent.

10.2. Any notice to be given by any Party to this Agreement shall be deemed to be duly served if delivered by prepaid registered post or through a delivery service/courier, by hand delivery, by fax or by email to the following address:

If to the Company:

Attention: The Department Head, People & Culture
E-mail: people@gonuclei.com

IN WITNESS WHERE OF, the signatories have executed this Employment Agreement as of the day and year first above written.

For CDNA Technologies Pvt Ltd

Ankur Joshi


**Ankur Joshi
Founder & CEO**



05-Jan-2022

Sanskar Ujjaini
B.E. Electronics and Telecommunication Engineering
Institute of Engineering and Technology, Indore

Dear Sanskar Ujjaini,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: Sanskar Ujjaini

Date: 06/01/2022



05-Jan-2022

Satyam Umariya
B.E. Computer Science
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Satyam Umariya,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
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- You may be required, to travel to other locations within India if there is a business need as per your internship program
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- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



17-Nov-2021

Saurish Phatak
B.E. Electronics and Telecommunication Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Saurish Phatak,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
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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. Any breach of information security will be dealt as per Company Policy.

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- 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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:

PERSONAL & CONFIDENTIAL

5th August 2021

Sejal Jaiswal
IET-DAVV

Sub: Letter of Internship

Dear Sejal,

We are pleased to inform that you have been selected by **Myntra Designs Pvt. Ltd.**, for the Internship program.

The duration of this course is 6 months starting from **3rd January 2022** and concluding on **24th June 2022** based in our **Bangalore** office.

You will be paid a stipend of INR **50,000/-** per month (TDS applicable) during your internship with us. The Company will offer you relocation support as per the terms outlined in Annexure-II of this document.

Terms & conditions:

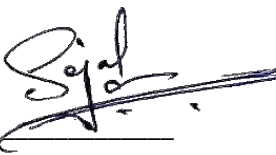
- During the internship you shall be governed by the rules/ regulations, confidentiality and disciplinary provisions, applicable to interns and trainees under Myntra Designs Private Limited.
- You shall be responsible for the safe custody of all documents, information, data, manuals and kits issued to you. You hereby acknowledge and confirm to return the same on cessation of the internship.
- We trust that this exposure will be beneficial to you in your career and will be a great learning experience.
- You on signing this offer letter confirm to abide by the Myntra Internship Policies (as annexed with this Offer Letter).



Amar Nagaram

Myntra Designs Pvt. Ltd..

Acknowledgement and consent on 05/08/2021 by


Sejal Jaiswal

Annexure – I

Myntra Internship Policies

1. **Solicitation and Distribution of Literature:** To prevent any disturbance to employees, no employee shall solicit or promote support for any cause or organization (e.g. by distributing material/literature etc.).
2. **Safeguarding Company Assets & Technology System:** Every employee shall protect the Company's assets and use them in the manner intended. The Company assets shall not be used for an employee's personal benefit or the benefit of anyone other than the Company. Do not use Company computers and equipment for outside businesses or for illegal or unethical activities such as gambling, pornography or other offensive subject matter. Unauthorized copying of copyrighted material and installation of any copyrighted software for which Myntra or the end user does not have an active license is prohibited. Please read and fully understand the IT and Information Security Policies.
3. **Confidential information:** Every employee shall safeguard the Company's confidential information which includes everything from contracts, pricing information, marketing plans, technical specifications, employee information and customer information. Such confidential information shall not be:
 - Stored in any unauthorized manner
 - Disclosed to any person, company or organization
 - Used for anything other than official purposes.

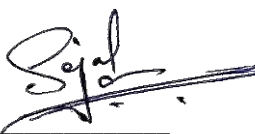
Yours sincerely,



Amar Nagaram

Myntra Designs Pvt. Ltd..

Acknowledgement and consent on 05/08/2021 by


Sejal Jaiswal

Annexure II : Domestic Relocation Policy

Travel Expenses

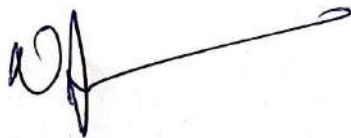
- Myntra shall help the employee book tickets (air & road) for him/ her through Myntra Travel Desk. The travel request along with the date, details of to and from destination and a suitable time of travel should be provided to the travel desk at least 14 days in advance.
- Two-way travel from the current location to Myntra office location will be provided for the intern.
- Reimbursement will not be provided for self-booking.

Transit Stay

- Myntra will provide accommodation for employee for a period of up to 15 days, starting 2 days prior to actual joining, if required. Pick up and drop facility from hotel to office may be provided for these 15 days. In the absence of this facility employee may claim reimbursements on actuals, capped at INR 300 per day.
- Only lodging expenses are paid for by the company. The employee is responsible for paying for all other incidental expenses during transit stay (including food, local conveyance and laundry etc.)
- Extending your stay at the accommodation is subject to availability of rooms. However, the costs for the extended period have to be borne by you.
- In case you choose not to avail company provided accommodation, the amount cannot be encashed.

Terms

- All expense claims should be submitted within one month from date of joining.





02-Dec-2021

Shantanu Tiwari
B.E. Electronics and Telecommunication Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Shantanu Tiwari,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
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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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:

Reference: Persistent/Academic Intern/1409586/0.2

**Internship Offer Letter
Confidential**

Dec 22, 2021

Mr Shivam Dubey
ekta colony line no.7 kampoo
Gwalior 474001

Dear Shivam,

Subject:Your engagement as an Academic Intern with Persistent

With reference to your application for industrial training with us, and the subsequent selection process, we are pleased to inform you that you have been selected as **an Academic Intern** at grade **0.2** with Persistent Systems (Company). This offer is made to you as part of your Academic Curriculum.

The duration and start date of the internship will be communicated to you in due course of time separately.

During the internship period you will be paid a consolidated monthly stipend of Rs. 10,000 per month. You will also be eligible for benefits such as free lunch, snacks, tea and coffee during your internship period.

All terms and conditions in this document, read with any other document specifically referred herein and incorporated hereto by such reference, collectively shall constitute the entire understanding between the Academic Intern and the Company.

Company does not assure you or commit (a) any extension of this internship beyond the period stipulated under this letter and/or offer you employment with Company and/or absorb you as an employee of the Company in future. Unless otherwise specifically agreed in writing by Company, there shall be no employee-employer relationship between you and Company.

1. Working days

Normal working days for Company are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other weekly off day. The normal working hours are forty five hours per week.

2. Holidays and Leaves

You will not be eligible for any leave or compensatory off during internship period.

3. Termination of Internship

The internship can be terminated with one week notice or stipend (if you are eligible for stipend under this letter), in lieu of the notice period on either side.

The Company can terminate your internship without any notice period in case the internship is terminated on grounds of:

- i. Breach of confidentiality or IP related obligations
- ii. Violation of law
- iii. Gross Misconduct
- iv. Material breach of Company policy.

In such event, the Company will not be liable to pay stipend (if payment is otherwise stipulated in this letter) in lieu of notice period.

In case the last day of your internship falls on a non-working day, your last day of internship shall be the immediate previous working day.

The internship period can be terminated by whatsoever reasons by either party by giving one week notice period.

4. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

Please contact **Rajeshwari Joshi** (Ph. No. **020-66965038**) on the date of joining. We request you to report at 9 am at the address mentioned below for completion of joining formalities.

Pune
Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

5. Documents required at the time of joining

At the time of joining, the following original certificates/documents along with one photocopy should be furnished. Original certificates/documents will be returned to you after verification.

Sr. No	Description
1	Certificates of educational qualification - SSC (10th Equivalent), School leaving, HSC (12th equivalent).
2	Certificate of Graduation/Post Graduation and Mark Sheets
3	2 recent passport size color photographs
4	Photo-attested bonafide certificate from college Principal

We welcome you to the Persistent family and look forward to a mutually fulfilling association.

**Yours sincerely,
For Persistent Systems Ltd**

**Kalpana Kudlingar
Head - Campus Talent Acquisition**

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of me having accepted the offer and the terms and conditions set out in this letter.

Also, I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company on the date communicated to me separately.

Date:

**Signature:
Name:**

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Reference: Persistent/Academic Intern/1387979/0.2

**Internship Offer Letter
Confidential**

Dec 22, 2021

Mr Shivam Joshi
31-A sect-c Vaishali nagar indore
Indore 452009

Dear Shivam,

Subject:Your engagement as an Academic Intern with Persistent

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For Persistent Systems Ltd**

**Kalpana Kudlingar
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Acceptance of the offer

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Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80



02-Dec-2021

Shivam Sharma
B.E. Civil
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Shivam Sharma,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

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Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

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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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



31-Jan-2022

Dear Shivangi Shrivasa,
B.E., Computer Science & Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Candidate ID – 19933925

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

You have been selected for the position of **Programmer Analyst Trainee**

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

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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

Please note:

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

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

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

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

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program
- c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

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

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

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

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

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

Leave & Vacation:

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

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

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

Provident Fund Wages:

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

Employees State Insurance:

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

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

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

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

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

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

AND

Shivangi Shrivastava, 23, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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

RECITAL:

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

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

1. Duties and Responsibilities

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

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

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

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

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

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

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

18. Dispute Resolution and Governing law

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

19. General

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

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

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

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

Cognizant Technology Solutions India Private Limited

Shivangi Shrivastava

Sign: _____

Sign: _____

Name:

Name:



12-Jan-2022

Shlok Sahu
B.E. Electronics and Instrumentation Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Shlok Sahu,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



ZS Associates India Private Ltd.
World Trade Center, Tower 3, Kharadi
Pune – 411014 (MH)
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

December 23, 2021

CONFIDENTIAL

Shrey Gupta
Flat no. G-3 B-22 Radhekrishna Residency
harishankarpuram
Gwalior, Madhya Pradesh 474001

Dear Shrey:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Operations Associate - Intern in our Business Operations group, to be based in our Pune office with a start date of January 3, 2022. As an intern, you will work directly with a project team, focusing primarily on one or more projects to give you a chance to learn about our firm. We hope that you give this opportunity with ZS serious consideration.

ZS has a special culture of collaboration and innovation. We produce work of outstanding quality, and we focus on learning, self-improvement and expertise to achieve that result. If you elect to spend your internship with ZS, I think you will experience our innovation and growth as you learn and contribute to our projects.

Salary: Your annual gross salary during your internship will be INR ₹520,000.00/Annually. All interns are paid on the last working day of every month. For salary details, please refer to Appendix 1.

Provident Fund: When you begin employment with ZS, you will be enrolled in the Provident Fund program. The primary objective of this program is to provide retirement and pension support as per the Provident Fund Act, while reducing current tax exposure. As a participant, you will make 12% contributions on the first INR 15,000 of your monthly salary through payroll deduction; ZS makes a separate additional matching contribution to your account. You can opt for additional contributions to your Fund account through payroll deduction.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave and Holidays: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year, also on a pro-rata basis.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and immediate dependents; parents residing in the same household may also be added with a benefit co-payment. Additionally, ZS provides some preventive healthcare coverage (Executive Health Check, medications, mental health, etc.). ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS will provide an additional food allowance of INR 5500 in your monthly compensation. This allowance can be used to buy food in the cafeteria or outside the office premises as per the flexibility when working from office or remotely as required under the ZS's hybrid working model. The food allowance will be considered as taxable income. ZS will also provide shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will provide a one-time relocation allowance of ₹10,000.00 through the second month's payroll. We expect you to arrange your own travel from your current base location to the ZS-provided accommodation and use this allowance against your travel expense. This internship allowance does not affect the relocation allowance (INR 60,000) mentioned in your full-time employment offer letter.
- Upon your arrival, ZS will provide and direct pay up to 2 weeks (14 days) of twin (shared) temporary guest house accommodation. This internship guest house accommodation replaces the accommodation mentioned in your full-time employment letter; you will not receive additional accommodation.

Employment and Confidentiality Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. To start your internship with ZS, you are required to sign the agreement.

Intern Orientation: ZS runs an orientation and training program for interns in the local office. This training program is designed to provide an overview of the problems you will solve and the skills you will develop as an intern.

Start Date and Formalities: We propose a start date of January 3, 2022. The internship will last till June 30, 2022. Please ensure that you report for work on the date indicated. This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following .

- Original certificates of all educational qualifications, each with a scanned copy
- Aadhar Card
- Proof of age (Pan Card or Passport scanned copy)
- Relieving letter scanned copy (if employed)
- Scanned copy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

Termination: Either you or ZS may terminate the internship with 30 days written notice, with or without cause. Upon notice from either party, ZS may pay your basic salary and other contractual benefits in lieu of the unexpired notice period and/or may require you to take paid leave for all or part of the remaining notice period.

We are pleased by the prospect of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until December 31, 2021.


The elements of this offer are personal and specific to you and, accordingly, we do not consider them appropriate to be shared with colleagues or the public. All details conveyed in this offer are based on our understanding of your **expected completion of degree program** availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. This offer is contingent upon successful completion of a background verification. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to contact me.

We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,



Tarun Pandey
Office Managing Principal

Signature: 
C03A618AF8E0455...

Name as it appears on PAN card or passport: 

Date Signed: 25-Dec-2021 | 12:20 AM CST

APPENDIX 1**Salary Break up Details**

ZS Associates India Pvt. Ltd.	
	Annual INR
ZS Gross	5,20,000
Basic	2,08,000
HRA	83,200
LTA	17,333
Special Allowance	2,11,467
Cash Benefit	84,000
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000
Meal Allowance (ZS will provide a meal allowance of INR 5500 per month, through payroll)	66,000
Retirals	10,000
Gratuity - payable on completing 5 years of continuous service with ZS India Private Limited as per the Payment of Gratuity Act 1972 (first year's provision)	
Provident Fund	21,600
Employer's contribution to Provident Fund	

APPENDIX 2

Local Transport Service

Local Transport Service
<p>We have broadly divided the Pune region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to or are currently residing in Pune, we recommend that you find housing ideally within Zone 1 (the preferred locations), or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location. This is the current transport arrangement and zoning, however do note that this arrangement may change in the future based on business needs.</p>
<p>Zone 1: Ideal Viman Nagar, Kharadi, Lulla Nagar, Wanowrie, Fatima Nagar, BT Kawade Rd., Sopan Baug, WadgaonSheri, Brahma (Majestic, Avenue, Exuberance, Estate, Angan), NIBM Road, Salunke Vihar, Shastri Nagar, Kalyani Nagar, Hadapsar, Salisbury Park, Camp, Koregaon Park and Mundwa</p>
<p>Zone 2: Acceptable S B Road, Gokhale Nagar, Erandawane, Deccan Gymkhana, Shivaji Nagar, Katraj, Bharti Vidyapeth, Dhankawadi, Bibwewadi, Karve Nagar, Kothrud, Paud Road, Karve Road, Paud Phata, Prabhat Road, Vishrantwadi, Handewadi, Sahakar Nagar, Mukund Nagar, Shaniwar Peth, Mandai and Shukrawar Peth.</p>
<p>Zone 3: No service Bhosari, Dhanori, Pimple Saudagar, Pimple Gurav, Old Sanghvi, Sus Road, Pashan Road, Bavdhan, Warje, Dhayari, Narhe, Sinhagad Rd., Phursungi, Nigdi, Akurdi, Chinchwad, Pimpri, Thergaon, Wakad, Balewadi, Baner and Aundh.</p>

For more details on the transportation guidelines, please feel free to contact Mark Gaikwad (mark.gaikwad@zs.com) from the transport team.

Date: October 14, 2021

Ref: LTI/HR/EN6/Campus/2022

Name: Shubha Minz

College: IET DAVV

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Shubha Minz,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to a successful background check

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs.35000** as per the details mentioned in '**Annexure-1**'.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You are required to register yourself as an 'apprentice' on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable. You shall be required to accept the offer on the portal site as well.
4. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'. Your appointment is in accordance with the Apprentices Act, 1961.
5. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. You may also need to submit other such documents as Company deems fit from time to time. In order to facilitate the joining process, we require documents in original from your end, which are mentioned in '**Annexure-3**'.
6. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.Intinfotech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the CampBuzz portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. All Annexures appended herewith shall form an integral part of this letter.
8. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.

9. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
10. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
11. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-4**'.
12. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings will be used to allocate you on various projects and the results would also impact your date of joining.

If you do not get the minimum score required, you will be asked to reappear for the training assessments prior to your date of joining.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Director - Campus
Recruitment, Learning
& OD

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Name : Shubha Minz	Date : October 14, 2021
Grade : GA1	
COMPONENTS	Rs. (P. M.)
Stipend	35000

Medical Insurance Premium

The Group Medclaim Policy of Company covers trainee, employee and Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.
Trainees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

ANNEXURE-2

Eligibility Criteria for Engineering - Year 2022 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2022)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA NOTE: <ul style="list-style-type: none"> • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA <ul style="list-style-type: none"> • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate(of all courses) must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> • No active/live backlogs allowed at the time of the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) <ul style="list-style-type: none"> • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full Time courses Only
Year of Passing:	2022 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that this recruitment process is completely free of cost.
3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
4. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
5. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement
6. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my current interview process.

Candidate Signature: _____

Name: _____

Institute Name: _____

Mobile No: _____

ANNEXURE-3

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-4		
Name : Shubha Minz		Date : October 14, 2021
Salary Grade : GE1		
Components	Rs. p.a.	Rs. p.m.
Basic		21000
Bouquet of Benefits		25960
A. Base Salary (PA)	563520	46960
Annual Incentive	40000	
B. Total Variable (PA)	40000	
C. Total Target Cash (A+B)	603520	
Provident Fund (PF)	30240	2520
Gratuity	12121	1010
Mediclaime Premium	6773	
D. Retirals & Other Benefits	49134	
Cost to Company (CTC) C+D	652654	

Medical Insurance Premium:

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal. The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

Dear Swasti,

We are pleased to offer you the position of **Solution Engineer** for **Indore/Pune** location, on the terms and conditions mutually discussed and agreed upon:

Your gross emoluments will be **Rs. 6,50,000 LPA(CTC)**. Please see the detailed remuneration structure in Annexure I

You will be issued a detailed appointment letter on your joining us.

You are requested to report for duty on or before **3rd January 2022 at 11:00 am IST**. In case you fail to report for duty on this date unless otherwise agreed in writing the offer shall stand automatically withdrawn.

On the day of your joining, you are required to submit the following:

1. Relevant copies of Academic/Professional attainments and work experience.
2. Documentary evidence of Date of Birth, TDS certificate from last employer (if any), details of last salary (if any), appointment letter of current employer (if any).
3. Three passport sizes color Photographs.

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

Welcome to Deqode Family and hope it will be the beginning of a long and mutually beneficial association!

Kindly acknowledge the duplicate copy of this letter as an acceptance of this offer.

Deqode

Head-HR

Latha Sharma


Accepted & Agreed

Swasti Jain



30 December,2021

Mr. Kushal Biyani

Email id: kushalbiyani@gmail.com | Phone no: 7898294826

Sub: Offer Letter for Internship in Quantiphi Analytics Solutions Private Limited

Dear Kushal Biyani,

With reference to our discussions regarding an internship opportunity to gain practical experience, we are pleased to offer you internship in the position of **Intern - Framework Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") effective **10 January,2022** at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than 10 January,2022.

The offer details are as follows:

1. Onboarding: As part of the internship onboarding process, you will be required to undergo an internship program. Details regarding the same are as follows:

a. Details:

- 1) Our flagship internship programme '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
- 2) This program aims to be both challenging and rewarding, while considering the applicable guidelines issued by the Ministry of Health

b. Duration: The internship program is for a duration of 6 months. However, the Company reserves the right to curtail or extend the duration of the internship at its sole discretion, including for reasons of non-satisfactory performance of the intern.

c. Performance Evaluation:

- i. During this internship period, your performance will be subject to continuous evaluation.
- ii. Post completion of your internship period, your absorption in the company as a full time employee shall either be confirmed or if your performance is found unsatisfactory, the internship shall be terminated, both of which shall be done by written intimation to you and which will be at the sole discretion of the Company.

d. Compensation:

- i. The consideration for your internship during your tenure in the company on a cost-to-company basis shall be **Rs. 23,000 per month (Rupees Twenty Three Thousand per month)** as a fixed stipend to cover for your expenses during internship. The Intern shall not be entitled to any other emoluments, earnings, allowances & benefits etc. of any nature unless specifically communicated in writing.
- ii. Apart from ESI & Taxes if any, no other statutory deductions, or benefits would be made or provided to the Intern.
- iii. Over and above the monthly stipend, you shall also be entitled to a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training
- iv. You will be eligible for internet reimbursement of Rs. 600/- per month for your internship period.



vi. This contract of Internships is terminable by you by giving one (1) months' notice period to the Company for no cause. During the period of your Internship, however, the Company may terminate the internship by giving one week's notice period or pay in lieu of the same, at the sole discretion of the Company. The Company may, at its sole discretion, terminate the internship with immediate effect without any notice or pay in lieu if, in case the intern has engaged in misconduct or has violated the terms of the internship.

vii. For all practical purposes, your tenure with the Company shall be treated as that of an intern until you are confirmed as a full time employee as per the terms of your internship letter.

2. Quantiphi- Corporate Development Program (Q-CDP):

- a. **Details:** This program is designed to provide you with projects and learning opportunities that will be both challenging and rewarding
- b. **Eligibility:** Once you have completed the 6 months internship and if your performance is found to be satisfactory by the Company at its sole discretion, you will be eligible to join us as a full time employee and will be a part of the program.
- c. **Duration:** Q-CDP program is for a duration of three years from the date of successful enrolment into the Q-CDP program.
- d. **Performance Evaluation:** During your tenure with the Company ,your performance will be subject to continuous evaluation

e. Compensation:

- i. The total package offered under this program, if you are successfully confirmed as a full time employee, shall be as per the components detailed below. .
- ii. The Q-CDP component shall be paid out as per the applicable Company guidelines and shall be refundable in full in case you decide to leave the organization within the timelines prescribed in the policies or if you are terminated for cause, except for performance issues.
- iii. Post confirmation as a full time employee, your performance review and appraisal shall be held in the month of July 2023 as per the Company policy.
- iv. If your salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the Company.
- v. Please note that all the above terms and conditions regarding the Q-CDP program may be subject to change at the sole discretion of the company.

Rating	% increment on Fixed component	QCDP Bonus (in INR)
Always Target	10%	2,00,000
Mostly Outstanding	20%	2,50,000
Always Outstanding	30%	3,50,000

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

On the date of your joining, you are required to submit the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and

- Post-Graduation).
2. Proof of Date of Birth.
 3. Proof of Current Address
 4. PAN Card (3 copies)
 5. Aadhar Card (3 copies)
 6. Copy of latest valid passport
 7. Latest Passport size photograph (3 copies)
 8. Banking details for online stipend deposit (bank name, branch name, account no., IFSC code of the branch)

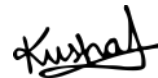
Your detailed internship letter will be issued to you on the day of joining the Company as an intern. Your internship will be subject to verification of references and this offer is subject to you being medically fit.

This offer is further subject to verification of the particulars given by you. In case any particular mentioned by you is found to be false or incorrect, the internship shall be terminated immediately at the sole discretion of the Company without any notice or pay in lieu of the same.

We welcome you to the Quantiphi family. Please sign a copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory
Vivek Khemani
(Director)



Agreed and Accepted
(Kushal Biyani)



12-Jan-2022

Sourabh Verma
B.E. Electronics and Telecommunication Engineering
Institute of Engineering and Technology Devi Ahilya Vishwavidyalaya, Indore

Dear Sourabh Verma,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

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.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: Sourabh Verma

Date: 13/01/2022

You have a job offer for Specialist Programmer role at Infosys



External

Inbox



Infosys Freshe... 7 days ago

to me ▾



Dear Tejaswa Gupta,

Congratulations!

You have cleared the interview round to receive a job offer for the Specialist Programmer role at Infosys.

Specialist Programmers are programming 'polyglots' who are experts in deep programming, full-stack capabilities, high complexity coding, developing rapid applications/platforms, and building technology-enabled solutions. They work across Infosys business units on high-impact projects for next-generation transformation initiatives and to accelerate innovation delivery.

The compensation offered for this role is INR 9.50 LPA.

Please note, this is a conditional job offer subject to your background verification.

Please feel free to write to us at talent.acquisition@infosys.com for any clarifications.

Best Regards,

Talent Acquisition

Infosys

Reference: Persistent/Academic Intern/1390283/0.2

**Internship Offer Letter
Confidential**

Dec 21, 2021

Mr Tanishq Maheshwari
210, Shri Krishna Solitaire Park
Footi Kothi
Indore 452009

Dear Tanishq,

Subject: **Your engagement as an Academic Intern with Persistent**

With reference to your application for industrial training with us, and the subsequent selection process, we are pleased to inform you that you have been selected as **an Academic Intern** at grade **0.2** with Persistent Systems (Company). This offer is made to you as part of your Academic Curriculum.

The duration and start date of the internship will be communicated to you in due course of time separately.

During the internship period you will be paid a consolidated monthly stipend of Rs. 10,000 per month. You will also be eligible for benefits such as free lunch, snacks, tea and coffee during your internship period.

All terms and conditions in this document, read with any other document specifically referred herein and incorporated hereto by such reference, collectively shall constitute the entire understanding between the Academic Intern and the Company.

Company does not assure you or commit (a) any extension of this internship beyond the period stipulated under this letter and/or offer you employment with Company and/or absorb you as an employee of the Company in future. Unless otherwise specifically agreed in writing by Company, there shall be no employee-employer relationship between you and Company.

1. Working days

Normal working days for Company are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other weekly off day. The normal working hours are forty five hours per week.

2. Holidays and Leaves

You will not be eligible for any leave or compensatory off during internship period.

3. Termination of Internship

The internship can be terminated with one week notice or stipend (if you are eligible for stipend under this letter), in lieu of the notice period on either side.

The Company can terminate your internship without any notice period in case the internship is terminated on grounds of:

- i. Breach of confidentiality or IP related obligations
- ii. Violation of law
- iii. Gross Misconduct
- iv. Material breach of Company policy.

In such event, the Company will not be liable to pay stipend (if payment is otherwise stipulated in this letter) in lieu of notice period.

In case the last day of your internship falls on a non-working day, your last day of internship shall be the immediate previous working day.

The internship period can be terminated by whatsoever reasons by either party by giving one week notice period.

4. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

Please contact **Rajeshwari Joshi** (Ph. No. **020-66965038**) on the date of joining. We request you to report at 9 am at the address mentioned below for completion of joining formalities.

Pune
Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

5. Documents required at the time of joining

At the time of joining, the following original certificates/documents along with one photocopy should be furnished. Original certificates/documents will be returned to you after verification.

Sr. No	Description
1	Certificates of educational qualification - SSC (10th Equivalent), School leaving, HSC (12th equivalent).
2	Certificate of Graduation/Post Graduation and Mark Sheets
3	2 recent passport size color photographs
4	Photo-attested bonafide certificate from college Principal

We welcome you to the Persistent family and look forward to a mutually fulfilling association.

**Yours sincerely,
For Persistent Systems Ltd**

**Kalpana Kudlingar
Head - Campus Talent Acquisition**

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of me having accepted the offer and the terms and conditions set out in this letter.

Also, I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company on the date communicated to me separately.

Date:

**Signature:
Name:**

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80



Offer: Computer Consultancy
Ref: TCSL/CT20213721104/Mumbai
Date: 14/10/2021

Mr. Prateek Sharma
359 Vip Paraspar Nagar Slice 4,
Near Ryan International School,
Indore-452012,
Mp.
Tel# 91-8770635784

Dear Prateek Sharma,

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 &

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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:

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TATA CONSULTANCY SERVICES

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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

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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.



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. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

11. 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.

12. Overseas International Assignment Agreement

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



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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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



19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

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

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

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



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

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

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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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

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(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

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Prateek Sharma
Designation	Assistant System Engineer-Trainee
Institute Name	Institute Of Engineering & Techonolgy, Davv

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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



INTERNSHIP LETTER

Ishita Gupta
Badlipura Colony, Sarangpur, Near Parmar dudh dairy
Sarangpur – 465697
MP
IN

Dear Ishita,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the “Company” or “Amazon India”), we are very pleased to issue this Internship Letter for the position of an **Intern** at **Bangalore**, India.

Your internship with the Company will be subject to your acceptance of this Internship Letter and the terms and conditions set forth hereinbelow on or before 10 business days in the manner provided for by the Company.

Upon your acceptance of this Internship Letter, the same shall form a valid and binding agreement between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your internship with Amazon India will commence on **17-Jan-2022** and shall end as per the provisions contained in Section 12 herein below. The said duration of internship shall hereinafter be referred to as the “Term”.

2. Duties

- 2.1 You will be engaged in the position of **Software Dev Engineer Intern**. Your manager will advise you about your duties and responsibilities after your joining with us. You will be expected to perform your duties to the best of your ability at all times as per the

responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

- 2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures (as may be applicable to you), as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same, so far as may be applicable to you.
- 2.3 You acknowledge that during the Term, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

3. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of internship and when there is a change. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your internship, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

4. Place of Work

Your initial place of work will be at Amazon India's facility in Bangalore. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining

during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

5. Remuneration

- 5.1 Your internship stipend will be Rs.**80,000** per month made payable in arrears and subject to all lawful deductions of tax.
- 5.2 Amazon India has the right to deduct from your stipend any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Internship Letter/Amazon India's Policies (as may be applicable to you), or your failure to return Amazon India's property.
- 5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your internship on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures (as may be applicable to you).

6. Leave and Benefits

You will not be entitled to any leaves or such other employee benefits during the term of your internship with Amazon India.

7. Confidential Information and Confidentiality Obligations

- 7.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:
 - (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint venturers, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
 - (2) computer code (including source code and object code) or software developed, modified, or used by the Company;

- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
 - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise),

- evaluated, tested, or applied by you during the course of your internship with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company;
 - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
 - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your internship with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
 - (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
 - (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
 - (13) any copies of the above mentioned information.

7.2 Confidentiality Obligations:

- (i) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your internship with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your internship with the Company or at any time thereafter, and without regard to when or for what reason, if any, such internship shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.
- (i) During the course of your internship with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 7.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (i) Nothing in this Internship Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

8. Intellectual Property Rights

- 8.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company.
- 8.2 For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:
- (i) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
 - (i) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that you or Company may hereafter make or develop;
 - (i) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
 - (i) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
 - (i) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.
- 8.3 During the period of your internship with the Company and as may be reasonably necessary subsequent to your internship, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be

required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

- 8.4 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your internship with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 8.5 Notwithstanding any other provision hereof to the contrary, this Internship Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.
- 8.6 No Grant of Rights.
You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

9. Data Protection

- 9.1 You authorise Amazon India to collect, process and transfer all your personal information obtained by Amazon India for the purpose of proactively managing the relationship.
- 9.2 You further authorise the transfer to, and storage of, your personal information in the worldwide database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected

management throughout the Amazon group worldwide will be authorised to access this database.

10. Exclusivity

During your internship, you will be required to devote your full time, attention and abilities to your assignment, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking or undertake any internship therein.

11. Relationship of parties

This internship opportunity neither creates the relationship of employer and employee between the Company and you, nor does it assure or guarantee future employment with the Company.

12. Termination of Internship

- 12.1 Your internship will automatically end on **24-Jun-2022**, unless terminated earlier as per the provisions of this Section.
- 12.2 This Internship Letter may be terminated either by the Company or by you at any point of time during the Term, without providing any reasons for such termination. Such termination shall be valid and effective only if communicated to the other party in writing at least one day prior to the date of termination.
- 12.3 On the expiry or sooner termination of your internship for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

13. Background Investigation

- 13.1 It is Amazon India's policy to investigate all its new interns. Your internship is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 13.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

14. Foreign Nationals

- 14.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of internship with Amazon India.
- 14.2 You are also required to ensure all future correspondence and permissions for continued stay and internship in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 14.3 It is made clear that possessing valid work permit / authorisation at all times of your internship is an inherent requirement of your internship with Amazon India. Any time after the execution of this Internship Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your internship, without notice, with immediate effect, without any liability towards you.

15. Representations and Warranties

You hereby represent and warrant to the Company that:

- 15.1 you shall not, during the course of your internship with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party, except pursuant to written authorization by such third party to do so;
- 15.2 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party;

- 15.3 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your internship with Amazon India or that restrict your ability to execute this Internship Letter.
- 15.4 You hereby represent and warrant that the information furnished by you for the purpose of your internship with the Company is true and correct to the best of your information, knowledge and belief.

16. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

17. Waiver

Failure of the Company to insist upon strict adherence of any term of this Internship Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Internship Letter.

18. Severability

The holding of any provision of this Internship Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

19. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Internship Letter and/or Amazon India's Policies and Procedures (as may be applicable to you) may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Internship Letter (e.g., for recovery of damages

or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

20. Governing Law and Jurisdiction

Your internship, and any disputes which may arise under, out of, or in connection with your internship, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

21. Agreement/Modifications

The terms described in this Internship Letter and in Amazon's Policies and Procedures (as may be applicable to you), will cumulatively constitute the terms of your internship, and shall supersede any previous discussions, offers, or agreements relating to your internship, or the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

22. Headings

The Section headings appearing in this Internship Letter are used for convenience of reference only and shall not be considered a part of this Internship Letter or in any way modify, amend or affect the meaning of any of its provisions.

23. Survival

Your obligations under Sections 7, 12, 17, 18, 19, 20 and this Section 23 hereof shall survive the termination of this Internship Letter and of your internship with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of internship.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by: Shruti R Swamy
Date: 2022.01.08 19:37:27 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Internship Letter and, after reading and understanding the same, I accept the same on the terms set out herein.

04 January 2022

Samarth Vyas

A-31 MIG Housing Board colony Barwaha
MP, District- Khargone , pin-code:451115



Offer of Employment

Dear Samarth Vyas,

Congratulations!

We are pleased to confirm our offer of **Internship** to you in our organization with effect from **4th January 2022 till 31st May 2022**. You will be based in our **Hyderabad** office. We extend this offer and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our organization.

Your monthly stipend is **INR 30,000** and will be subject to statutory and other deductions as per employer policies and practices.

MONTHLY AMOUNTS

9,800 BASIC SALARY

18,200 SPECIAL ALLOWANCE

BENEFITS:

1,800 EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND

0.00 ESI EMPLOYER

200 PROFESSIONAL TAX

30,000 TOTAL COST TO THE COMPANY

Organization contributes towards free Transportation, Snacks and subsidized Lunch/Dinner at our cafeteria.

We look forward to your joining and becoming a part of the FactSet Family.

ANNEXURE-B**1. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir / nominee and an emergency contact.

2. Nature of Work:

Your nature of work mainly includes all the aspects of the duties and responsibilities mentioned in your job description as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your immediate manager from time to time.

3. Working Hours / Shift Hours:

The normal working hours of the Company are from **9:30 AM- 6:30 PM** from **Monday to Friday** including lunch break and tea breaks. As the Company works **24 / 5** and also depending on organizational requirement or project contingencies, working hours and days for specific employees or groups of employees or all employee may be modified / altered from time to time which will be communicated to you by your Manager. Further, you should be prepared to work on any shift, as may be warranted by the Company's work requirements.

4. Salary Payment:

Regular Employees in India are paid their monthly salary through bank transfer on the last working day of the month for which employees have to open a bank account in the Company's corporate bank. You are requested to note that processing of monthly pay will be subject to submission of Permanent Account Number (PAN) details to the Company. In case you do not have a PAN, please initiate the application process for the same immediately and carry the acknowledgment as issued by the Income Tax authorities with you while coming for joining. A copy of the acknowledgement would need to be submitted by you for our records.

5. Dual Employment:

You are required by the Company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination / resignation by you of your services without the required notice having been given. . However, if you want to associate yourself with a charitable non-profitable organization during non-business hours or

days, you will have to disclose the details with your direct manger & Human Resources Department, allowing your participation at the disclosed charitable non-profitable organization.

6.Holidays:

You are eligible for **11 Paid holidays** every year on pro-rata basis including the government mandated holidays. The Company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.

7.Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the Company's expense.

8.Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process / method likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use / utilize such improvement and you shall assign all rights thereof to the Company for the purpose of seeking any patent rights or for any other purpose. The Company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the Company including but not limited to the creative concept that you may develop during your association with the Company.

9.Secretcy / Confidentiality:

You will not during the course of your employment with the Company or at any time there after divulge or disclose any confidential information to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the Company, of any information or knowledge obtained by you during your employment as to the business or affairs of the Company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

10.Restrict:

a. Access to Information:

Information is available on need to know basis for specific group's .Access to this information is authorized through privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

b. Restriction on Personal Use:

Use of Company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the Company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of Company information for personal benefit will result in immediate termination of employment without notice and / or legal action for misdemeanor as deemed fit by the Company. You may / may not be required to reimburse the Company for any losses incurred by the Company on account of personal usage of Company data.

11.Security:

Security is an important aspect of our communication and office infrastructure. Security of the Company resources is maintained by controlling physical access to computer system, by disabling all the working stations, floppy disk drives and Companywide awareness about the need for protection of intellectual property and sensitive customer information.

12.Changes to the Employment Terms & Conditions applicable to Employees:

From time to time the Company reserves the right to make necessary changes or modifications to any of the terms and conditions of employment due to its dynamic work environment. By accepting this offer , you hereby grant your express acceptance and readiness to comply with company rules, regulations and policies in existence together with any changes or modifications made thereof .

13.Company Polices:

You acknowledge that the Company operates in a dynamic environment which may, from time to time, require the Company to make changes to its policies. You also agree that the Company, at its discretion, may accordingly revise, modify, add, delete or replace any of its current policies and that you agree to be bound by all such changes.

14.Appointment in Good Faith:

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 your application for employment and your ability to handle any assignment / job independently. In case at a later date any of your statements / particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

STRICTLY PRIVATE AND CONFIDENTIAL

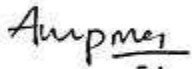
FACTSET

The above terms and conditions are based on the Company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters you will be governed by the rules of the Company as shall be in force from time to time.

If you have any queries / clarifications regarding your offer or joining, please contact your Recruiter.

We welcome you to our FactSet family and wish you a long and successful career with us.

Sincerely,



Anupma Ranjan
Senior Talent Acquisition Manager
FactSet Systems India Private Limited





October 5, 2021

Vikalp Rusia

Dear Vikalp Rusia,

We are pleased to offer you the position of **Intern** for a period of **25 weeks**. You will report to **Ramesh Shetty, Senior manager R&D**.

Intern Salary: Your intern fee is **INR 50,000** per month, payable on a monthly basis on the last working day of the month.

The base salary and On Target Earnings (if you are on a sales commission plan) provided in this offer letter is dependent upon your work location where you will perform your job duties as described in your Employment Contract. If you request to change your primary work location, you must first receive VMware approval in accordance with company policies. If you receive approval and relocate to another location, then your compensation and benefit arrangements will be re-evaluated and subject to change in accordance with VMware policies and applicable law.

Stipend: VMware has retained Altair Global, a relocation management firm to help with a stipend payment that is intended for you to use at your discretion. Your Altair consultant will be your primary point of coordination for your stipend payment and addressing your questions; they will reach out to you sixty (60) days prior to your start date to get the payment process started.

Non-Contractual Benefits: Our Company from time to time establishes programs which may provide you with benefit which are not part of this agreement. Such programs may be amended, suspended or discontinued at the company's sole discretion.

Termination: During the period of internship agreement, either party may terminate this agreement by giving one (1) month notice in writing or intern fee in-lieu of notice period if required.

Accident Insurance Cover: During the period of your internship, you will be covered under the Accident Insurance policy, as per the Company norms.

E-Signature – Validity and Counterparts: Both You and the Company agree that the electronic (digital and/or encrypted) signatures of either party included in this Agreement is intended to authenticate their due consent to this agreement (including its annexures and exhibits) in writing and to have the same force and effect as original signatures by hand and accordingly, this Agreement may be executed by electronic signature and shall be considered as an original signature by hand for all purposes. Delivery of a copy of this Agreement (including its annexures and exhibits) or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission or by electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature. Without limitation, “electronic signature” shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

We welcome you and look forward to working with you. To indicate your acceptance, kindly sign a copy of this letter and return it to us as soon as possible.



The terms and conditions of internship are set out in this letter.

Best regards,

A handwritten signature in black ink that reads "Teena Gomes".

Teena Gomes,
Director, Regional HR Services

Agreed to and Accepted:

{{ *Sig_es :signer1:signature }} {{ *Date_es :signer1 }}

Signature

Date



October 5, 2021

Dear Vikalp Rusia

Additional Employment Terms– Future of Work For A Remote Worker

As you are aware, VMware, Inc. and VMware Group Companies (as defined in the Employment Agreement, or if this term is undefined, VMware Group Companies means any subsidiary, holding company or parent company of VMware, Inc. or any subsidiary thereof or company within the VMware group of companies) (collectively referred to in this Letter as 'VMware') are seeking to implement its distributed working philosophy globally. As a result, VMware Software India Private Limited (the "Company" or "we" or "us") is proposing to make certain changes to the terms of your employment to reflect the fact that following the commencement of your employment with us, you will be designated as a **Remote** worker, as set out in this contract variation letter ('Letter'):

1. Introduction

1.1 You are employed by the Company pursuant to the employment agreement which accompanies this Letter (the "Employment Agreement").

1.2 The terms set forth in this Letter:

1.2.1 Will apply to your employment with the Company and any terms relating to the matters contained within this Letter in the Employment Agreement will be varied accordingly to the extent provided for in this Letter;

1.2.2 Shall be read in conjunction with VMware's Global Distributed Work Policy (the 'Policy'), which is non-contractual and subject to amendment or withdrawal at VMware's sole discretion. The Policy sets out additional information in relation to **Remote** working (as defined in section 1.1 of the Policy) that is imperative to the conduct of your role. You agree that you have read, understood and will comply with the terms of the Policy and you understand that failure to do so may result in disciplinary action being taken in respect of your employment including, but not limited to, termination of employment; and

1.2.3 Are subject always to any extenuating circumstances outside of the Company's control which necessitate alternative working arrangements, including Government and Authority requirements, guidance or directions.

1.3 For the avoidance of doubt, in the event of any conflict between the Employment Agreement and the terms in this Letter, the terms in this Letter, to the extent that they vary the terms in the Employment Agreement, shall prevail.

2. Scope

2.1 For the purposes of the Policy, you will be designated as a **Remote** employee.

2.2 The terms of this Letter will be effective from the commencement date set out in your Employment Agreement and until amended or terminated in accordance with clause 9 of this Letter or as otherwise agreed in writing between you and the Company.



3. Place of Work

3.1 In accordance with the Policy, you will work from any suitable location for the proper performance of your duties. You shall communicate the primary location of any such work to the Company, currently via Workday as your “Home Contact Information” address. You are required to keep the primary location of your work in Workday up to date.

The Company reserves the right, on reasonable notice, to vary your primary location of work on a temporary or permanent basis. You may be required from time to time to visit and work at such other locations, including VMware sites, and for such times as the Company and/or your manager considers necessary for the proper performance of your duties. You understand and agree that you will be required to attend a VMware premises as and when business needs dictate such attendance.

3.2 The location where you perform your duties is required to be in **Datia** unless an alternative arrangement is specifically agreed in writing with the Company.

3.3 You are required to inform the Company as soon as possible if you plan to change your primary residence and you understand and agree that it is your responsibility to keep the Company updated in respect of your primary residence. You understand and agree that any failure to promptly disclose a change in your primary residence could result in disciplinary action including, but not limited to, termination of your employment. Where you plan to change your primary residence for any reason you are required to request prior approval for the continuation of the **Remote** arrangement, or to seek an alternative working arrangement, in advance of you moving to the new primary residence. In such circumstances, the Company reserves the right to determine that the existing **Remote** arrangement is consequently no longer appropriate, or to decline your proposed alternative arrangement, and require you to change to a working arrangement that is suitable to business needs and end your **Remote** arrangement. You may be asked to sign a new document setting out any revisions to your existing arrangement.

3.4 You confirm that you are not in breach of any covenant or agreement when working from your primary residence. You confirm that where relevant, you have obtained all required employment and/or visa approvals from the relevant government authorities to enable you to work with the Company.

3.5 If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.

4. Hours of Work

4.1 Your normal hours of work are set out in your Employment Agreement. You may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.

4.2 Where applicable, you are required to accurately record and report all hours worked in the normal way and in accordance with your Employment Agreement, the Company’s and VMware’s policies, and/or legal requirement.

4.3 You are responsible for regulating your own working time and taking necessary breaks as required by law. If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.



5. Salary

5.1 You acknowledge and agree that your pay may vary in accordance with the terms of VMware's Compensation and Mobility Policy for Employee Requested Moves and any other relevant VMware or Company policy relating to pay zones (as in force and amended from time to time in VMware's sole discretion, "Pay Zone Policies"). As such, the Company reserves the right to adjust your pay in future in accordance with the Pay Zone Policies and applicable local law.

6. Confidentiality, Data Protection and Intellectual Property

6.1 All existing Confidentiality, Data Protection, Data Security and Intellectual Property obligations that you owe to the Company and VMware and where contained in the Employment Agreement or otherwise (including, but not limited to, in the Global Data Privacy Policy and the Acceptable Use Policy) remain unaffected by this Letter and are re-iterated in their entirety. You must read these policies and ensure that you comply with them in carrying out your work.

6.2 You are reminded of your obligation to notify the Information Security Operations Center (SOC@vmware.com) immediately upon becoming aware of a data breach.

7. Health and Safety

7.1 You agree to comply with all applicable health and safety laws as well as guidelines, instructions and/or policies which the Company or VMware may give to you from time to time (including the applicable terms of the Policy) and to complete without delay all health and safety risk assessments/questionnaires and/or trainings that the Company may send to you from time to time. Subject to applicable law, you are expected to take ownership of your safety and are encouraged and empowered to report any health and safety concerns to the Health & Safety Team (health_safety@vmware.com) or your manager.

8. Policies

8.1 You agree to continue to comply with all non-contractual Company and VMware policies, including (but not limited to) the Policy, Respectful Workplace Policy, Global Data Privacy Policy, Acceptable Use Policy, Compensation and Mobility Policy, Global Business Conduct Guidelines, Information Security Policies, and any other policies extended to you in your Employment Agreement or otherwise made available to you by the Company or VMware, all from time to time in force and which are available from the VMware Source Page. You must read these policies and ensure that you comply with them in carrying out your work. You understand and agree that any failure to comply with such policies could result in disciplinary action including, but not limited to, termination of your employment.

9. Termination of Remote working

9.1 If at any time the Company, in its reasonable judgement, considers **Remote** working arrangements to be unsatisfactory or the requirements of your work change such that **Remote** working is no longer appropriate, in light of the Company's business needs, the Company may at its reasonable discretion give you reasonable notice, or may immediately in exceptional business circumstances, terminate and/or change your **Remote** working arrangement to a different work arrangement, to a reasonable extent as business needs may justify.



9.2 On reasonable notice, you may request to change your current arrangement as a **Remote** worker to a different work arrangement and to end **Remote** working subject to Company approval, which shall be exercised reasonably and in accordance with business resources at the applicable time and the Company's policies. The Company may, at its sole discretion, consider your request however the Company shall not be under an obligation to change or end your **Remote** working arrangement based on your request.

10. Monitoring

10.1 Subject to applicable law, the Company reserves the right to monitor your working time and the use of Company and VMware information and information systems in accordance with the VMware Acceptable Use Policy.

11. Right to Enter

11.1 You consent to the Company's representatives, at reasonable times and on reasonable notice, entering your primary residence to:

- 11.1.1 install, inspect, replace, repair, maintain or service Company property during your employment;
- 11.1.2 carry out health and safety risk assessments of Company property and your workstation during your employment; and
- 11.1.3 recover Company property on or after termination of your employment.

12. Miscellaneous

12.1 The changes to the Employment Agreement as set out above will be permanent changes to your terms and conditions of employment. You will have no right to revert back to your previous working pattern unless permitted by the Company in accordance with clause 9.2 above.

12.2 You agree to immediately return any property belonging to the Company or VMware on termination of your employment (howsoever arising) and the Company reserves its right, where permitted by applicable law, to deduct from your salary, or any other sums owed to you, any equivalent monies owed to the Company or VMware for failure to return any such property.

12.3 Unless explicitly varied by the terms of this Letter, all other terms and conditions set forth in the Employment Agreement will remain valid and unaffected by these changes.

12.4 This Letter and your Employment Agreement (and any amendments or documents referred to in it) constitutes the entire agreement between you and the Company and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between you and the Company, whether written or oral, relating to its subject matter.



If you agree to these changes to your Employment Agreement, please indicate your acceptance by e-signing this document along with the offer Letter.

If you have any questions, please contact apachrss@vmware.com.

Yours sincerely,

A handwritten signature in black ink that reads "Teena Gomes".

Teena Gomes
Director, Regional HR Services

For and on behalf of the Company

I agree that my Employment Agreement shall be varied by the revised terms and conditions set out in this Letter.

Signature: {{ Sig_es_:signer1:signature }}

Employee Printed Name: Vikalp Rusia

Date: {{ Date_es_:signer1:date }}



October 7, 2021

Vinay Jain

Dear Vinay,

We are pleased to offer you the position of **Intern** for a period of **25 weeks**. You will report to **Sujith Sankar, Senior Manager, R&D**.

Intern Salary: Your intern fee is **INR 50,000** per month, payable on a monthly basis on the last working day of the month.

The base salary and On Target Earnings (if you are on a sales commission plan) provided in this offer letter is dependent upon your work location where you will perform your job duties as described in your Employment Contract. If you request to change your primary work location, you must first receive VMware approval in accordance with company policies. If you receive approval and relocate to another location, then your compensation and benefit arrangements will be re-evaluated and subject to change in accordance with VMware policies and applicable law.

Stipend: VMware has retained Altair Global, a relocation management firm to help with a stipend payment that is intended for you to use at your discretion. Your Altair consultant will be your primary point of coordination for your stipend payment and addressing your questions; they will reach out to you sixty (60) days prior to your start date to get the payment process started.

Non-Contractual Benefits: Our Company from time to time establishes programs which may provide you with benefit which are not part of this agreement. Such programs may be amended, suspended or discontinued at the company's sole discretion.

Termination: During the period of internship agreement, either party may terminate this agreement by giving one (1) month notice in writing or intern fee in-lieu of notice period if required.

Accident Insurance Cover: During the period of your internship, you will be covered under the Accident Insurance policy, as per the Company norms.

E-Signature – Validity and Counterparts: Both You and the Company agree that the electronic (digital and/or encrypted) signatures of either party included in this Agreement is intended to authenticate their due consent to this agreement (including its annexures and exhibits) in writing and to have the same force and effect as original signatures by hand and accordingly, this Agreement may be executed by electronic signature and shall be considered as an original signature by hand for all purposes. Delivery of a copy of this Agreement (including its annexures and exhibits) or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission or by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

We welcome you and look forward to working with you. To indicate your acceptance, kindly sign a copy of this letter and return it to us as soon as possible.



The terms and conditions of internship are set out in this letter.

Best regards,

A handwritten signature in black ink that reads "Teena Gomes".

Teena Gomes,
Director, Regional HR Services

Agreed to and Accepted:

{{ *Sig_es :signer1:signature }} {{ *Date_es :signer1 }}

Signature

Date



October 7, 2021

Dear Vinay

Additional Employment Terms– Future of Work For A Remote Worker

As you are aware, VMware, Inc. and VMware Group Companies (as defined in the Employment Agreement, or if this term is undefined, VMware Group Companies means any subsidiary, holding company or parent company of VMware, Inc. or any subsidiary thereof or company within the VMware group of companies) (collectively referred to in this Letter as 'VMware') are seeking to implement its distributed working philosophy globally. As a result, VMware Software India Private Limited (the "Company" or "we" or "us") is proposing to make certain changes to the terms of your employment to reflect the fact that following the commencement of your employment with us, you will be designated as a **Remote** worker, as set out in this contract variation letter ('Letter'):

1. Introduction

1.1 You are employed by the Company pursuant to the employment agreement which accompanies this Letter (the "Employment Agreement").

1.2 The terms set forth in this Letter:

1.2.1 Will apply to your employment with the Company and any terms relating to the matters contained within this Letter in the Employment Agreement will be varied accordingly to the extent provided for in this Letter;

1.2.2 Shall be read in conjunction with VMware's Global Distributed Work Policy (the 'Policy'), which is non-contractual and subject to amendment or withdrawal at VMware's sole discretion. The Policy sets out additional information in relation to **Remote** working (as defined in section 1.1 of the Policy) that is imperative to the conduct of your role. You agree that you have read, understood and will comply with the terms of the Policy and you understand that failure to do so may result in disciplinary action being taken in respect of your employment including, but not limited to, termination of employment; and

1.2.3 Are subject always to any extenuating circumstances outside of the Company's control which necessitate alternative working arrangements, including Government and Authority requirements, guidance or directions.

1.3 For the avoidance of doubt, in the event of any conflict between the Employment Agreement and the terms in this Letter, the terms in this Letter, to the extent that they vary the terms in the Employment Agreement, shall prevail.

2. Scope

2.1 For the purposes of the Policy, you will be designated as a **Remote** employee.

2.2 The terms of this Letter will be effective from the commencement date set out in your Employment Agreement and until amended or terminated in accordance with clause 9 of this Letter or as otherwise agreed in writing between you and the Company.



3. Place of Work

3.1 In accordance with the Policy, you will work from any suitable location for the proper performance of your duties. You shall communicate the primary location of any such work to the Company, currently via Workday as your “Home Contact Information” address. You are required to keep the primary location of your work in Workday up to date.

The Company reserves the right, on reasonable notice, to vary your primary location of work on a temporary or permanent basis. You may be required from time to time to visit and work at such other locations, including VMware sites, and for such times as the Company and/or your manager considers necessary for the proper performance of your duties. You understand and agree that you will be required to attend a VMware premises as and when business needs dictate such attendance.

3.2 The location where you perform your duties is required to be in **Ratlam** unless an alternative arrangement is specifically agreed in writing with the Company.

3.3 You are required to inform the Company as soon as possible if you plan to change your primary residence and you understand and agree that it is your responsibility to keep the Company updated in respect of your primary residence. You understand and agree that any failure to promptly disclose a change in your primary residence could result in disciplinary action including, but not limited to, termination of your employment. Where you plan to change your primary residence for any reason you are required to request prior approval for the continuation of the **Remote** arrangement, or to seek an alternative working arrangement, in advance of you moving to the new primary residence. In such circumstances, the Company reserves the right to determine that the existing **Remote** arrangement is consequently no longer appropriate, or to decline your proposed alternative arrangement, and require you to change to a working arrangement that is suitable to business needs and end your **Remote** arrangement. You may be asked to sign a new document setting out any revisions to your existing arrangement.

3.4 You confirm that you are not in breach of any covenant or agreement when working from your primary residence. You confirm that where relevant, you have obtained all required employment and/or visa approvals from the relevant government authorities to enable you to work with the Company.

3.5 If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.

4. Hours of Work

4.1 Your normal hours of work are set out in your Employment Agreement. You may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.

4.2 Where applicable, you are required to accurately record and report all hours worked in the normal way and in accordance with your Employment Agreement, the Company’s and VMware’s policies, and/or legal requirement.

4.3 You are responsible for regulating your own working time and taking necessary breaks as required by law. If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.



5. Salary

5.1 You acknowledge and agree that your pay may vary in accordance with the terms of VMware's Compensation and Mobility Policy for Employee Requested Moves and any other relevant VMware or Company policy relating to pay zones (as in force and amended from time to time in VMware's sole discretion, "Pay Zone Policies"). As such, the Company reserves the right to adjust your pay in future in accordance with the Pay Zone Policies and applicable local law.

6. Confidentiality, Data Protection and Intellectual Property

6.1 All existing Confidentiality, Data Protection, Data Security and Intellectual Property obligations that you owe to the Company and VMware and where contained in the Employment Agreement or otherwise (including, but not limited to, in the Global Data Privacy Policy and the Acceptable Use Policy) remain unaffected by this Letter and are re-iterated in their entirety. You must read these policies and ensure that you comply with them in carrying out your work.

6.2 You are reminded of your obligation to notify the Information Security Operations Center (SOC@vmware.com) immediately upon becoming aware of a data breach.

7. Health and Safety

7.1 You agree to comply with all applicable health and safety laws as well as guidelines, instructions and/or policies which the Company or VMware may give to you from time to time (including the applicable terms of the Policy) and to complete without delay all health and safety risk assessments/questionnaires and/or trainings that the Company may send to you from time to time. Subject to applicable law, you are expected to take ownership of your safety and are encouraged and empowered to report any health and safety concerns to the Health & Safety Team (health_safety@vmware.com) or your manager.

8. Policies

8.1 You agree to continue to comply with all non-contractual Company and VMware policies, including (but not limited to) the Policy, Respectful Workplace Policy, Global Data Privacy Policy, Acceptable Use Policy, Compensation and Mobility Policy, Global Business Conduct Guidelines, Information Security Policies, and any other policies extended to you in your Employment Agreement or otherwise made available to you by the Company or VMware, all from time to time in force and which are available from the VMware Source Page. You must read these policies and ensure that you comply with them in carrying out your work. You understand and agree that any failure to comply with such policies could result in disciplinary action including, but not limited to, termination of your employment.

9. Termination of Remote working

9.1 If at any time the Company, in its reasonable judgement, considers **Remote** working arrangements to be unsatisfactory or the requirements of your work change such that **Remote** working is no longer appropriate, in light of the Company's business needs, the Company may at its reasonable discretion give you reasonable notice, or may immediately in exceptional business circumstances, terminate and/or change your **Remote** working arrangement to a different work arrangement, to a reasonable extent as business needs may justify.



9.2 On reasonable notice, you may request to change your current arrangement as a **Remote** worker to a different work arrangement and to end **Remote** working subject to Company approval, which shall be exercised reasonably and in accordance with business resources at the applicable time and the Company's policies. The Company may, at its sole discretion, consider your request however the Company shall not be under an obligation to change or end your **Remote** working arrangement based on your request.

10. Monitoring

10.1 Subject to applicable law, the Company reserves the right to monitor your working time and the use of Company and VMware information and information systems in accordance with the VMware Acceptable Use Policy.

11. Right to Enter

11.1 You consent to the Company's representatives, at reasonable times and on reasonable notice, entering your primary residence to:

11.1.1 install, inspect, replace, repair, maintain or service Company property during your employment;

11.1.2 carry out health and safety risk assessments of Company property and your workstation during your employment; and

11.1.3 recover Company property on or after termination of your employment.

12. Miscellaneous

12.1 The changes to the Employment Agreement as set out above will be permanent changes to your terms and conditions of employment. You will have no right to revert back to your previous working pattern unless permitted by the Company in accordance with clause 9.2 above.

12.2 You agree to immediately return any property belonging to the Company or VMware on termination of your employment (howsoever arising) and the Company reserves its right, where permitted by applicable law, to deduct from your salary, or any other sums owed to you, any equivalent monies owed to the Company or VMware for failure to return any such property.

12.3 Unless explicitly varied by the terms of this Letter, all other terms and conditions set forth in the Employment Agreement will remain valid and unaffected by these changes.

12.4 This Letter and your Employment Agreement (and any amendments or documents referred to in it) constitutes the entire agreement between you and the Company and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between you and the Company, whether written or oral, relating to its subject matter.



If you agree to these changes to your Employment Agreement, please indicate your acceptance by e-signing this document along with the offer Letter.

If you have any questions, please contact apachrss@vmware.com.

Yours sincerely,

A handwritten signature in black ink that reads "Teena Gomes".

Teena Gomes
Director, Regional HR Services

For and on behalf of the Company

I agree that my Employment Agreement shall be varied by the revised terms and conditions set out in this Letter.

Signature: {{ Sig_es_:signer1:signature }}

Employee Printed Name: Vinay Jain

Date: {{ Date_es_:signer1:date }}



November 15, 2021

Akshara Agrawal

Dear Akshara,

We are pleased to offer you the position of **Intern** for a period of **25 weeks**. You will report to **Deepthi Shivaramu**, **Manager**.

Intern Salary: Your intern fee is **INR 50,000** per month, payable on a monthly basis on the last working day of the month.

The base salary and On Target Earnings (if you are on a sales commission plan) provided in this offer letter is dependent upon your work location where you will perform your job duties as described in your Employment Contract. If you request to change your primary work location, you must first receive VMware approval in accordance with company policies. If you receive approval and relocate to another location, then your compensation and benefit arrangements will be re-evaluated and subject to change in accordance with VMware policies and applicable law.

Stipend: VMware has retained Altair Global, a relocation management firm to help with a stipend payment that is intended for you to use at your discretion. Your Altair consultant will be your primary point of coordination for your stipend payment and addressing your questions; they will reach out to you sixty (60) days prior to your start date to get the payment process started.

Non-Contractual Benefits: Our Company from time to time establishes programs which may provide you with benefit which are not part of this agreement. Such programs may be amended, suspended or discontinued at the company's sole discretion.

Termination: During the period of internship agreement, either party may terminate this agreement by giving one (1) month notice in writing or intern fee in-lieu of notice period if required.

Accident Insurance Cover: During the period of your internship, you will be covered under the Accident Insurance policy, as per the Company norms.

E-Signature – Validity and Counterparts: Both You and the Company agree that the electronic (digital and/or encrypted) signatures of either party included in this Agreement is intended to authenticate their due consent to this agreement (including its annexures and exhibits) in writing and to have the same force and effect as original signatures by hand and accordingly, this Agreement may be executed by electronic signature and shall be considered as an original signature by hand for all purposes. Delivery of a copy of this Agreement (including its annexures and exhibits) or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission or by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

We welcome you and look forward to working with you. To indicate your acceptance, kindly sign a copy of this letter and return it to us as soon as possible.



The terms and conditions of internship are set out in this letter.

Best regards,

A handwritten signature in black ink that reads "Teena Gomes".

Teena Gomes,
Director, Regional HR Services

Agreed to and Accepted:

A small, dark, illegible mark or stamp.

16/11/2021

Signature

Date



November 15, 2021

Dear Akshara

Additional Employment Terms– Future of Work For A Remote Worker

As you are aware, VMware, Inc. and VMware Group Companies (as defined in the Employment Agreement, or if this term is undefined, VMware Group Companies means any subsidiary, holding company or parent company of VMware, Inc. or any subsidiary thereof or company within the VMware group of companies) (collectively referred to in this Letter as 'VMware') are seeking to implement its distributed working philosophy globally. As a result, VMware Software India Private Limited (the "Company" or "we" or "us") is proposing to make certain changes to the terms of your employment to reflect the fact that following the commencement of your employment with us, you will be designated as a **Remote** worker, as set out in this contract variation letter ('Letter'):

1. Introduction

1.1 You are employed by the Company pursuant to the employment agreement which accompanies this Letter (the "Employment Agreement").

1.2 The terms set forth in this Letter:

1.2.1 Will apply to your employment with the Company and any terms relating to the matters contained within this Letter in the Employment Agreement will be varied accordingly to the extent provided for in this Letter;

1.2.2 Shall be read in conjunction with VMware's Global Distributed Work Policy (the 'Policy'), which is non-contractual and subject to amendment or withdrawal at VMware's sole discretion. The Policy sets out additional information in relation to **Remote** working (as defined in section 1.1 of the Policy) that is imperative to the conduct of your role. You agree that you have read, understood and will comply with the terms of the Policy and you understand that failure to do so may result in disciplinary action being taken in respect of your employment including, but not limited to, termination of employment; and

1.2.3 Are subject always to any extenuating circumstances outside of the Company's control which necessitate alternative working arrangements, including Government and Authority requirements, guidance or directions.

1.3 For the avoidance of doubt, in the event of any conflict between the Employment Agreement and the terms in this Letter, the terms in this Letter, to the extent that they vary the terms in the Employment Agreement, shall prevail.

2. Scope

2.1 For the purposes of the Policy, you will be designated as a **Remote** employee.

2.2 The terms of this Letter will be effective from the commencement date set out in your Employment Agreement and until amended or terminated in accordance with clause 9 of this Letter or as otherwise agreed in writing between you and the Company.



3. Place of Work

3.1 In accordance with the Policy, you will work from any suitable location for the proper performance of your duties. You shall communicate the primary location of any such work to the Company, currently via Workday as your “Home Contact Information” address. You are required to keep the primary location of your work in Workday up to date.

The Company reserves the right, on reasonable notice, to vary your primary location of work on a temporary or permanent basis. You may be required from time to time to visit and work at such other locations, including VMware sites, and for such times as the Company and/or your manager considers necessary for the proper performance of your duties. You understand and agree that you will be required to attend a VMware premises as and when business needs dictate such attendance.

3.2 The location where you perform your duties is required to be in **Indore** unless an alternative arrangement is specifically agreed in writing with the Company.

3.3 You are required to inform the Company as soon as possible if you plan to change your primary residence and you understand and agree that it is your responsibility to keep the Company updated in respect of your primary residence. You understand and agree that any failure to promptly disclose a change in your primary residence could result in disciplinary action including, but not limited to, termination of your employment. Where you plan to change your primary residence for any reason you are required to request prior approval for the continuation of the **Remote** arrangement, or to seek an alternative working arrangement, in advance of you moving to the new primary residence. In such circumstances, the Company reserves the right to determine that the existing **Remote** arrangement is consequently no longer appropriate, or to decline your proposed alternative arrangement, and require you to change to a working arrangement that is suitable to business needs and end your **Remote** arrangement. You may be asked to sign a new document setting out any revisions to your existing arrangement.

3.4 You confirm that you are not in breach of any covenant or agreement when working from your primary residence. You confirm that where relevant, you have obtained all required employment and/or visa approvals from the relevant government authorities to enable you to work with the Company.

3.5 If you require any information in relation to your responsibilities in this regard, please contact apachr@vmware.com.

4. Hours of Work

4.1 Your normal hours of work are set out in your Employment Agreement. You may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.

4.2 Where applicable, you are required to accurately record and report all hours worked in the normal way and in accordance with your Employment Agreement, the Company’s and VMware’s policies, and/or legal requirement.

4.3 You are responsible for regulating your own working time and taking necessary breaks as required by law. If you require any information in relation to your responsibilities in this regard, please contact apachr@vmware.com.



5. Salary

5.1 You acknowledge and agree that your pay may vary in accordance with the terms of VMware's Compensation and Mobility Policy for Employee Requested Moves and any other relevant VMware or Company policy relating to pay zones (as in force and amended from time to time in VMware's sole discretion, "Pay Zone Policies"). As such, the Company reserves the right to adjust your pay in future in accordance with the Pay Zone Policies and applicable local law.

6. Confidentiality, Data Protection and Intellectual Property

6.1 All existing Confidentiality, Data Protection, Data Security and Intellectual Property obligations that you owe to the Company and VMware and where contained in the Employment Agreement or otherwise (including, but not limited to, in the Global Data Privacy Policy and the Acceptable Use Policy) remain unaffected by this Letter and are re-iterated in their entirety. You must read these policies and ensure that you comply with them in carrying out your work.

6.2 You are reminded of your obligation to notify the Information Security Operations Center (SOC@vmware.com) immediately upon becoming aware of a data breach.

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7.1 You agree to comply with all applicable health and safety laws as well as guidelines, instructions and/or policies which the Company or VMware may give to you from time to time (including the applicable terms of the Policy) and to complete without delay all health and safety risk assessments/questionnaires and/or trainings that the Company may send to you from time to time. Subject to applicable law, you are expected to take ownership of your safety and are encouraged and empowered to report any health and safety concerns to the Health & Safety Team (health_safety@vmware.com) or your manager.

8. Policies

8.1 You agree to continue to comply with all non-contractual Company and VMware policies, including (but not limited to) the Policy, Respectful Workplace Policy, Global Data Privacy Policy, Acceptable Use Policy, Compensation and Mobility Policy, Global Business Conduct Guidelines, Information Security Policies, and any other policies extended to you in your Employment Agreement or otherwise made available to you by the Company or VMware, all from time to time in force and which are available from the VMware Source Page. You must read these policies and ensure that you comply with them in carrying out your work. You understand and agree that any failure to comply with such policies could result in disciplinary action including, but not limited to, termination of your employment.

9. Termination of Remote working

9.1 If at any time the Company, in its reasonable judgement, considers **Remote** working arrangements to be unsatisfactory or the requirements of your work change such that **Remote** working is no longer appropriate, in light of the Company's business needs, the Company may at its reasonable discretion give you reasonable notice, or may immediately in exceptional business circumstances, terminate and/or change your **Remote** working arrangement to a different work arrangement, to a reasonable extent as business needs may justify.



9.2 On reasonable notice, you may request to change your current arrangement as a **Remote** worker to a different work arrangement and to end **Remote** working subject to Company approval, which shall be exercised reasonably and in accordance with business resources at the applicable time and the Company's policies. The Company may, at its sole discretion, consider your request however the Company shall not be under an obligation to change or end your **Remote** working arrangement based on your request.

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11.1.2 carry out health and safety risk assessments of Company property and your workstation during your employment; and

11.1.3 recover Company property on or after termination of your employment.

12. Miscellaneous

12.1 The changes to the Employment Agreement as set out above will be permanent changes to your terms and conditions of employment. You will have no right to revert back to your previous working pattern unless permitted by the Company in accordance with clause 9.2 above.

12.2 You agree to immediately return any property belonging to the Company or VMware on termination of your employment (howsoever arising) and the Company reserves its right, where permitted by applicable law, to deduct from your salary, or any other sums owed to you, any equivalent monies owed to the Company or VMware for failure to return any such property.

12.3 Unless explicitly varied by the terms of this Letter, all other terms and conditions set forth in the Employment Agreement will remain valid and unaffected by these changes.

12.4 This Letter and your Employment Agreement (and any amendments or documents referred to in it) constitutes the entire agreement between you and the Company and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between you and the Company, whether written or oral, relating to its subject matter.

If you agree to these changes to your Employment Agreement, please indicate your acceptance by e-signing this document along with the offer Letter.



If you have any questions, please contact apachrss@vmware.com.


Yours sincerely,

A handwritten signature in black ink that reads "Teena Gomes".

Teena Gomes
Director, Regional HR Services

For and on behalf of the Company

I agree that my Employment Agreement shall be varied by the revised terms and conditions set out in this Letter.

Signature: 

Employee Printed Name: Akshara Agrawal

Date: Nov 16, 2021