

**MS. IRFANA ISMAIL,**  
ALRA – 5,  
ANATHAPURAM LANE,  
THAMMANAM,  
KOCHI – 682 032

5 October 2020

### **CONFIRMATION**

Dear Ms. Irfana,

We have immense pleasure in confirming your job as **Site Engineer/Project Manager** in our firm with effect from 10 October 2020, on the following terms and conditions:

1. You will receive a consolidated remuneration of Rs. 12,500/- per mensem.
2. The Salary structure of the firm may be altered/ modified at any time without prior notice and your package of 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 firm's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes and other mandatory deductions at source.
3. **Your remuneration package is strictly confidential between you and the firm and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.**

### **Duties and Responsibilities**

4. Handling all work assigned to you as decided by Partners and Senior Architects. This above work should necessarily be handled within stipulated office hours and minimum hours as established for all employees. Special sanctions to work over time would be given ONLY by Senior Architect IN CONSULTATION WITH Partners of a deadline or a project so demands. Otherwise all staff would need to vacate premises by 7 PM latest in the evening.
5. Maintaining office times (9 AM to 5.30 PM with 30 minutes of lunch break).
6. Ensuring quality work for all projects being handled with assimilation of corrections and comments and ensuring that drawings do not get into cycles of repeated corrections because of lack of attention to details of work.
7. Maintaining TIMELY delivery of work given and alerting senior architect if there are any snags or delays at the earliest possible window.
8. To work as a team for delivery of presentations and working drawings as may be required under the leadership of Senior Architect.

### **9. Leave Application Protocol**

You are entitled to **5 working days total leave per quarter** inclusive of casual and sick leave, adding up to 20 leaves in a year, in addition to the public holidays published by the firm to be taken at such times as agreed with the firm. In case of you miss work-days because of unexpected hartals or other such disturbances, the time would be made up by converting

DESIGN COMBINE ARCHITECTS & DESIGNERS




upcoming stipulated holiday as working day or the consecutive Saturdays as full days, as per management discretion.

- (a) Only Sick leaves or emergency leaves are allowed with last minute intimation. Total number of such leaves shall be within the stipulated casual leaves allowed.
  - (b) Leaves must be sanctioned beforehand from partners and informing partners whose projects you are working on such that they can plan the work schedule.
  - (c) Leaves of more than 2 days will need 1 week prior intimation. Less than 2 days need atleast previous day intimation and sanction.
  - (d) Emergency leaves are applicable ONLY for emergencies related to health and such issues. They are NOT related to social functions, bank visits, travels etc.
  - (e) Total leaves, half days etc as already intimated to be maintained strictly and ANY special sanctions required on those grounds for any personal reasons MUST be taken up with partners whose projects are being handled.
10. The normal place of work will be Cochin, but the firm reserves the right to depute you for work outside Cochin also.
11. The terms and conditions of your employment upon Confirmation will be governed by the section of the firm's rules as applicable to your job.

**Note: All technical staff has to follow the following office systems:**

1. Daily Entry and Exit times in attendance register with signature.
2. Weekly project-wise time sheets – mandatory requirement for salary sanction and total hours calculation. Project-wise timesheet filling up is essential for office to calculate project profitability which is directly connected to staff increments. Timesheets have to be collected from office admin by staff on their OWN responsibility.
3. Maintaining Office Hours.
4. Finishing up regular work latest by 7 PM on a work day. It is imperative that when you leave, you ensure that lights and fans are shut in your zone and your computer monitors are switched off.
5. Sanctioning over time work if project or deadline so demands. No hours will be considered if said sanctions are not taken beforehand and will only be eligible for reasonable grounds of non-finishing of work on time within office hours. We do not pay for overtime, but expenses for sanctioned OT hours, like transport and food bills would be paid within reasonable amounts.
6. Expense bills need to be signed by Senior Architect (food bills will be entertained only on sanctioned extra-hours works) and presented to Accounts.

DESIGN COMBINE ARCHITECTS & DESIGNERS

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7. Upon joining, a new staff would be given a 3 month mandatory probation unless she/he has worked in the office before. Upon completion of 3 months, the staff will issued letter of appointment formalising his/ her salary as per office standards or mutual agreement. The staff will be required to give a 3 year commitment minimum to office for his/her services and a 3 month notice period for resignation. 1 month of salary would be withheld if such a notice period is not given.
  8. **You are required to keep salary details and negotiations completely confidential**, as no negotiation will be entertained as a group. The management can ONLY respond to individual performance based financial packages and increments or bonuses.

If the above is acceptable to you, please sign and return the duplicate of this letter in understanding and acknowledgment thereof.

Yours faithfully,



**PUNNEN C. MATHEW**  
**PARTNER**

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I have gone through the terms and conditions stated in this letter and accept all of them.

Employee Name & Signature:

DESIGN COMBINE ARCHITECTS & DESIGNERS



DESIGN COMBINE ARCHITECTS & DESIGNERS

'ARKADIA', KUSUMAGIRI P.O., KAKKANAD, COCHIN - 682030, INDIA. Tel. +91-484-2421731/32/33. Fax: +91-484-2421734.  
E-mail: [admin@designcombine.com](mailto:admin@designcombine.com)

Name : Krishnendhu M

Subject : Appointment letter

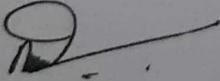
Dear ,

I am pleased to inform you that you have been appointed for the role of Site Engineer. This is an official letter confirming your employment with our company starting on 01/01/2021. Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter. Please sign and return this letter no later than 30 days to signal your acceptance of this offer and all its terms.

Salary: Rs.18,000/ Month

Congratulations and welcome to our company

Kindly return the copy of this offer duly signed as a token of acceptance of this letter.



Biju Mathew Kuttickattu

Director



# AM ASSOCIATES

ARCHITECTS ENGINEERS  
CONTRACTORS

Name of the employee,  
Merlin James

Date:10/12/2020

Dear Ms. Merlin James

Sub: Letter of Appointment.

With referring to your application seeking employment with **AM Associates** and also the subsequent interviews you had with us. We are happy to offer you employment with our organization as **Site Supervisor**

**Appointment:** Your appointment as **Site Supervisor** commenced from 04/01/2021 and you will be on probation for a period of 6 months from the date of your appointment.

**Salary:** Your monthly salary is **Rs 15,000 /-**

We welcome you to **AM Associates** family and wish all success in your assignment with us.

Yours sincerely,



*Merlin*

DIRECTOR



# MUSCAT PROJECTS & ENVIRONMENTAL SERVICES Pvt. Ltd.

Mangattukavala-Vengallor bypass, Vadakkumuri jn., Pathirickal bldg., Thodupuzha

Ph No: +91 7907439427, +91 9496685099 Email: [mpesindia@mpesllc.com](mailto:mpesindia@mpesllc.com)

CIN no: U29309KL2017PTC048583 GSTIN: 32AAKCM9153B1ZN

MPES/GENL/A/2022/0013

10/12/2020

NIKHIL P UTHAMAN

**SUBJECT: APPOINTMENT LETTER**

Dear Mr. NIKHIL,

With reference to your discussions with our management, we are pleased to appoint you as **SITE ENGINEER** of our sister Company Muscat Projects & Environmental Services Pvt Ltd, India.

The terms & conditions of the appointment as follows:

1. **Designation** : SITE ENGINEER
2. **Gross Remuneration** : 18000/month
3. **Work Location** : MPES Pvt Ltd Office at Idukki. However, place of work location may change based on Office Location.
4. **Employment Duration:** : 12 Months starting from the date of appointment and can be renewed with mutual Consent.
5. **Mandate** : To co-ordinates ongoing and upcoming projects including document controller.
6. **Termination & Notice:**

This agreement may be terminated as follows:

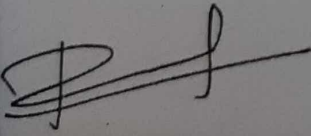
- i) By the company by giving 30 days written notice.
- ii) By the employee by giving not less than 90 days prior written notice to the company with a proper substantial and justified cause for separation.

In the event of termination, the below compliance is required:

- a) All outstanding/ Pending issues are cleared in totality by the employee.
- b) Up on selection of a new replacement, ensure handover is suitably carried out.

For Muscat Projects & Environment Services LLC

Accepted and Agreed

  
\_\_\_\_\_  
Muhammed Rishan  
Business Development Manager



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

Parent Company: -Muscat Projects & Environmental Services LLC, Sultanate of Oman

An ISO 9001: 2015, ISO 14001: 2015 Certified Company

[www.mpesllc.com](http://www.mpesllc.com)



**OLDAC architects**

ONE LINER DESIGNERS AND ARCHITECTS CONSORTIUM  
11nd floor, Karunya Building, Podiyadi, Thiruvalla  
oldactvl@gmail.com +91 944 7785 696

Subject: Appointment for post of **CIVIL ENGINEER (Trainee)**

Dear Steffi Mary Thomas

We are pleased to offer you, the position of Civil engineer (Trainee) with OLDAC Architects on the following conditions.

1. Commencement of Employment

Your employment will be effective, as of 20 Sep 2021

2. Job Title

Your Job title will be Civil engineer (Trainee), and you will report to Mr. Rishikesh Uthaman

3. Salary

Without stipend for training period. After that as per your performance.

4. Place of Posting

You will be posted at Thiruvalla, Pathanamthitta

5. Working Time

The normal working days are Monday to Saturday, 9.00am to 5.30pm. You will be required to work for such hours as necessary for the proper discharge of your duties to the Office.

6. Acceptance of our offer

Please confirm your acceptance of this contract of employment by signing and returning the duplicate copy while at the time of joining date. And also bring one copy of any ID proof and Original certificate (any certificate).

If you want to be resigned it is necessary to submit the resignation before one month as your period.

Sign:



We welcome you, and look forward to receiving your acceptance and to working with you.

Yours sincerely,

Ar. Santhosh Varughese

Chief Architect

OLDAC

Sign:

17 Sep 2021

Thiruvalla





# DEENS GROUP

Head Office: Door No. 23/130-D2, II<sup>nd</sup> Floor, Marvel Plaza Building, HMT Road, Kalamassery  
Ernakulam, Kerala - 683 104, Office: 9207731690, Mob: 9207732661, 9847445661  
Email: deensgroup@yahoo.com, deensgroup@outlook.com

DEENS/HR/OL/20-21/0329/04

29.03.2021

## OFFER LETTER

Ardra Santhosh  
Email: santhoshardra00@gmail.com  
Mob: 6282325043

Dear Ms. Ardra Santhosh,

**Sub:** Offer an appointment as Junior Quantity Surveyor to our company – Reg.

**Ref:** Your application and interview held at our Head Office, Ernakulam.

With reference to your application and subsequent interview conducted at our Head Office, we are pleased to appoint you as Junior Quantity Surveyor to our company. If you accept our offer of employment, the following terms and conditions will apply.

- a) **Salary:** Consolidated salary of Rs. 10000/- (Rupees Ten Thousand Only) per month.
- b) **Food Expenses:** Lunch will provide by company.
- c) **Joining Date:** Earlier as possible
- d) **Notice Period:** One Month (Mandatory)

Kindly return the copy of this offer, duly signed as a token of acceptance of this offer.

Sincerely,

For DEENS GROUP  
  
P.N. SHANAVAS  
Proprietor



ARDRA SANTHOSH

29-08-2020

Date:.....

No: RITK/01/22

## OFFER LETTER

Arya Sali  
Email : [aryasheeba1998@gmail.com](mailto:aryasheeba1998@gmail.com)  
Mob : 8590070745

Dear Ms. Arya Sali,

**Sub** : offer an appointment as Designer and Trainer to our institute.

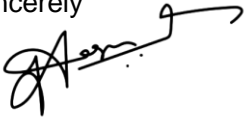
**Ref** : your application and interview held at our branch office, Kottayam.

With reference to your application and subsequent interview conducted at our branch office, we are pleased to appoint you as Designer and Trainer to our institution. If you are accept our offer of employment, the following terms and conditions will apply.

- Salary** : consolidated salary of Rs 10000/- ( rupees ten thousand only ) per month.
- Joining Date** : before 08/09/2020
- Notice Period** : one month mandatory

kindly return the copy of this letter, duly signed as a acceptance of this offer.

Sincerely



Jasmine karim  
CEO  
RIT School of Design

Arya Sali

**Office:**

3<sup>rd</sup> Floor, Royal Plaza Complex, Opp.K.S.R.T.C. Busstand,  
National Highway 213, **Perintalmanna**, Kerala 679322  
Thannikkal Building, 2<sup>nd</sup> Floor, **Kottayam-1**, Kerala, 686001

# A. K . CONSTRUCTIONS

## KUNNUMPURAM, THRICKODITHANAM

PLAN,ESTIMATE,SANCTION,CONTRACT WORKS

RADHAKRISHNAN  
PH:9847467658

DATE:14.10.2020

### OFFER LETTER

Mr. Ashwanth P S

Email:[ashwntpsatheesh@gmail.com](mailto:ashwntpsatheesh@gmail.com)

Mob: +91 9745328986

Dear Mr Ashwanth P S,

Sub: Offer an appointment as Site Engineer cum draughtsman.

With reference to your application and subsequent interview conducted at our Office, we are pleased to appoint you as Site Engineer cum draughtsman to our company. If you accept our offer of employment, the following terms and conditions will apply.

- Salary: Consolidated salary of Rs. 10000/- (Rupees Ten Thousand Only) per month.
- Food Expenses: Lunch will provide by company.
- Joining Date: Earlier as possible
- Notice Period: One Month (Mandatory)

Kindly return the copy of this offer, duly signed as a token of acceptance of this offer.

Sincerely,

AK CONSTRUCTIONS

Thrickodithanam



(Authorized Signatory)



Ph: 9446121458  
9562767497  
7558908893

Date: 05/12/2020

Name : Rajesh Raju

Subject : appointment letter

Dear Rajesh Raju,

With reference to your application and your subsequent interview conducted at our office, we are pleased to appoint you as Junior Engineer to our company. This confirmation will take effect from the day you join duty which should be on 01/01/2021. If you accept our offer of employment the following terms and conditions will apply

- A) Salary : consolidated salary of 15000
- B) Joining date : Immediately
- C) Notice period : 1 month

Kindly return the copy of this offer duly signed as a token of acceptance of this letter.



Managing Director



# MUSCAT PROJECTS & ENVIRONMENTAL SERVICES Pvt. Ltd.

Mangattukavala-Vengallor bypass, Vadakkumuri jn., Pathirickal bldg., Thodupuzha

Ph No: +91 7907439427, +91 9496685099 Email: [mpesindia@mpesllc.com](mailto:mpesindia@mpesllc.com)

CIN no: U29309KL2017PTC048583 GSTIN: 32AAKCM9153B1ZN

MPES/GENL/A/2022/0012

10/12/2020

LIJO IYPE

**SUBJECT: APPOINTMENT LETTER**

Dear Mr. LIJO IYPE,

With reference to your discussions with our management, we are pleased to appoint you as SITE ENGINEER of our sister Company Muscat Projects & Environmental Services Pvt Ltd, India.

The terms & conditions of the appointment as follows:

1. **Designation** : SITE ENGINEER
2. **Gross Remuneration** : 18000/month
3. **Work Location** : MPES Pvt Ltd Office at Idukki. However, place of work location may change based on Office Location.
4. **Employment Duration:** : 12 Months starting from the date of appointment and can be renewed with mutual Consent.
5. **Mandate** : To co-ordinates ongoing and upcoming projects including document controller.
6. **Termination & Notice:**

This agreement may be terminated as follows:

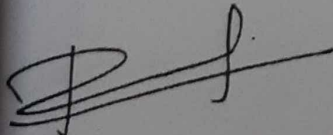
- i) By the company by giving 30 days written notice.
- ii) By the employee by giving not less than 90 days prior written notice to the company with a proper substantial and justified cause for separation.

In the event of termination, the below compliance is required:

- a) All outstanding/ Pending issues are cleared in totality by the employee.
- b) Up on selection of a new replacement, ensure handover is suitably carried out.

For Muscat Projects & Environment Services LLC

Accepted and Agreed

  
\_\_\_\_\_  
Muhammed Rishan  
Business Development Manager



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



# AM ASSOCIATES

ARCHITECTS ENGINEERS  
CONTRACTORS

Name of the employee,  
Roobamol

Date:10/12/2020

Dear Ms. Roobamol

Sub: Letter of Appointment.

With referring to your application seeking employment with **AM Associates** and also the subsequent interviews you had with us. We are happy to offer you employment with our organization as **Site Supervisor**

**Appointment:** Your appointment as **Site Supervisor** commenced from 04/01/2021 and you will be on probation for a period of 6 months from the date of your appointment.

**Salary:** Your monthly salary is **Rs 15,000 /-**

We welcome you to **AM Associates** family and wish all success in your assignment with us.

Yours sincerely,



*Martin*

DIRECTOR



Kuttickattu Builders and Developers  
Kuttickattu Pady, Kadapra P.O,  
Kumbanad, Pathanamthitta Dist., Kerala --  
689547, kuttickattubd@gmail.com  
Ph: +91-9847125435, +91-7066077770

Name : Roshna K

Subject : Appointment letter

Dear ,

I am pleased to inform you that you have been appointed for the role of Site Engineer. This is an official letter confirming your employment with our company starting on 01/01/2021. Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter. Please sign and return this letter no later than 30 days to signal your acceptance of this offer and all its terms.

Salary: Rs.18,000/ Month

Congratulations and welcome to our company

Kindly return the copy of this offer duly signed as a token of acceptance of this letter.



Biju Mathew Kuttickattu

Director





Ph: 9446121458  
9562767497  
7558908893

Date: 05/12/2020

Name : Sethulakshmi B L

Subject : appointment letter

Dear Sethulakshmi B L,

With reference to your application and your subsequent interview conducted at our office, we are pleased to appoint you as Junior Engineer to our company. This confirmation will take effect from the day you join duty which should be on 01/01/2021. If you accept our offer of employment the following terms and conditions will apply

- A) Salary : consolidated salary of 15000
- B) Joining date : Immediately
- C) Notice period : 1 month

Kindly return the copy of this offer duly signed as a token of acceptance of this letter.

  
Managing Director





# LEO ASSOCIATES

ARCHITECTS & ENGINEERS

II<sup>nd</sup> FLOOR, KOCHUVEETIL BUILDING

NEAR S.B. COLLEGE

CHANGANACHERRY, KERALA, INDIA

Ph: 0481-2426168 (O), 8848695314 (M)

E.mail:leochanganacherry@gmail.com

Date.....

21/09/2020

Dear Ms.GreeshmaKVijayan

Congratulations! We are pleased to confirm you that you have been selected for Leo Associates. We are delighted to make you the following job offer

The Position we offer you is that of Junior Structural Engineer with an annual cost to the company as Rs.144000/

We would like you to start work on 01/10/2020..Please report to our office for documentation &orientation.If this date is not acceptable please contact the office immediately.

Please sign the enclosed copy of this letter and return it to me by to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our company and looking forward for working with you

Accepted by

Greeshma K Vijayan

PRINCE MATHEW  
M.Tech(CIVIL), M.E (STRUCT), MIE,FIV  
CHARTERED ENGINEER  
Reg. No. M-136799-9  
Approved Valuer, Reg. No. F - 18768



# LEO ASSOCIATES

ARCHITECTS & ENGINEERS

II<sup>nd</sup> FLOOR, KOCHUVEETIL BUILDING

NEAR S.B. COLLEGE

CHANGANACHERRY, KERALA, INDIA

Ph: 0481- 2426168 (O), 8848695314 (M)

E.mail:leochanganacherry@gmail.com

Date.....

21/09/2020

Dear Ms.Karthika K

Congratulations! We are pleased to confirm you that you have been selected for Leo Associates. We are delighted to make you the following job offer

The Position we offer you is that of Junior Structural Engineer with an annual cost to the company as Rs.144000/

We would like you to start work on 01/10/2020.. Please report to our office for documentation & orientation.If this date is not acceptable please contact the office immediately.

Please sign the enclosed copy of this letter and return it to me by to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our company and looking forward for working with you

Accepted by

Karthika K

PRINCE MATHEW  
M.Tech(CIVIL), M.E (STRUCT), MIE, FIV  
CHARTERED ENGINEER  
Reg. No. M-136799-9  
Approved Valuer, Reg. No. F - 18768



**P&P ASSOCIATES**  
ARCHITECTS & ENGINEERS  
MUNICIPAL ARCADE  
CHANGANACHERRY, KERALA  
PH:0481-2426168 , 8848695314 (M)  
E.mail:pandpassociates@hotmail.com

Date:.....

05/10/2020

Dear Ms.Keerthana K.

Congratulations! We are pleased to confirm you that you have been selected for Palathra Constructions. We are delighted to make you the following job offer

The Position we offer you is that of Site Engineer with an annual cost to the company as Rs.150000/

We would like you to start work on12/10/2020.Please report to our office for documentation &orientation. If this date is not acceptable please contact the office immediately.

Please sign the enclosed copy of this letter and return it to me by to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our company and looking forward for working with you

Accepted by

Keerthana .K

PRINCE MATHEW  
M.Tech(CIVIL), M.E (STRUCT), MIE,FIV  
CHARTERED ENGINEER  
Reg. No. M-136799-9  
Approved Valuer, Reg. No. F - 18768



## ***P&P ASSOCIATES***

**ARCHITECTS & ENGINEERS  
MUNICIPAL ARCADE  
CHANGANACHERRY, KERALA  
PH:0481-2426168 , 8848695314 (M)  
E.mail:pandpassociates@hotmail.com**

Date:.....

10/11/2020

Dear Ms.Krupa Regi

Congratulations! We are pleased to confirm you that you have been selected for Palathra Constructions. We are delighted to make you the following job offer

The Position we offer you is that of Junior Quantity Surveyor with an annual cost to the company as Rs.144000/.

We would like you to start work on 17/11/2020. Please report to our office for documentation & orientation. If this date is not acceptable please contact the office immediately.

Please sign the enclosed copy of this letter and return it to me by to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our company and looking forward for working with you.

Accepted by

KrupaRegi

PRINCE MATHEW  
M.Tech(CIVIL), M.E (STRUCT), MIE, FIV  
CHARTERED ENGINEER  
Reg. No. M-136799-9  
Approved Valuer, Reg. No. F - 18768



# LEO ASSOCIATES

ARCHITECTS & ENGINEERS

II<sup>nd</sup> FLOOR, KOCHUVEETIL BUILDING

NEAR S.B. COLLEGE

CHANGANACHERRY, KERALA, INDIA

Ph: 0481- 2426168 (O), 8848695314 (M)

E.mail:leochanganacherry@gmail.com

Date.....

21/09/2020

Dear Ms Aswathy Vishnupriya S

Congratulations! We are pleased to confirm you that you have been selected for Leo Associates. We are delighted to make you the following job offer

The Position we offer you is that of Junior Structural Engineer with an annual cost to the company as Rs.144000/

We would like you to start work on 01/10/2020..Please report to our office for documentation &orientation. If this date is not acceptable please contact the office immediately.

Please sign the enclosed copy of this letter and return it to me by to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our company and looking forward for working with you

Accepted by

Aswathy Vishnupriya S

PRINCE MATHEW  
M.Tech(CIVIL), M.E (STRUCT), MIE,FI  
CHARTERED ENGINEER  
Reg. No. M-136799-9  
Approved Valuer, Reg. No. F - 18768



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

17 March, 2021

Mr Arjun Anil  
Puthenveetil(H),  
Puthuppally,  
Kottayam,  
Kerala - 686011

Contact No: +91 8606623329  
Email: arjun1anil@gmail.com

Dear Arjun,

**Subject: Appointment in the position of  
Associate Software Engineer**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before September 2020

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before September 2020 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

**1. POSITION:**

You will be appointed in the position of **Associate Software Engineer** in TC\_IN\_GDS\_NFS\_DIG\_Campus in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Trivandrum** office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL - 2743) effective 30 November, 2017 Regd.Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India

**This file is signed using Digital Signature.**

# insphere Ideas Pvt. Ltd.

03 September 2021  
Betsy Biju

Dear Betsy,

We at Insphere Ideas Private Limited are delighted to offer you the position of Intern in our company.

Please find the following confirmation of the specifics of your internship

Position Title : Programming Intern

Start Date : 03 September 2021

Duration : 6 months

Stipend for Internship will be 14999/- per month

You will be confirmed of service based on evaluation of your 6 months performance.

Looking forward to welcoming you and seeing you as a team member of the Insphere Ideas Pvt Ltd.

Yours Faithfully,  
Insphere Ideas Pvt Ltd



**Date: 02-Sep-2021**

**Nitha Johny**  
**Mangalam college of engineering Ettumanoor**

**Appointment Offer: Software Engineer**

**Dear Nitha Johny,**

Following your interview with us, we are pleased to appoint you as **Software Engineer** in IBS Software Pvt. Ltd. (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

**Terms and conditions of the Offer**

**1. Pre-requisites**

- a) This appointment and continuance of your employment will be subject to you being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the Company. In this regard, you will be receiving a consent form from IBS designated service provider. You are required to return a signed consent form in accordance with the instructions provided therein. This is for initiating your background verification subsequent to you joining the Company.
- b) You will have to bring 5 copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates specified in Annexure 1 on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

**2. Posting**

Your initial posting would be at the main office of the Company situated at 5th Floor, Nila, Technopark, Trivandrum - 695581. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

# Datamatica

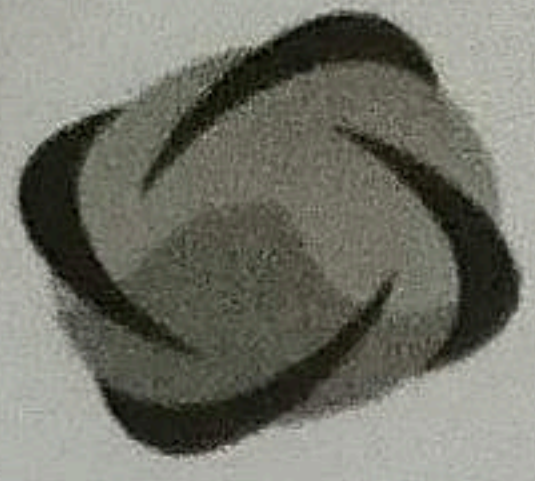
Accelerated data intelligence



**ASHISH PHILIP**

Emp. Code: DM-IN-TR-004

Blood Group: AB+



**APPOINTMENT LETTER - STRICTLY CONFIDENTIAL**

**Appointment**

Your appointment will commence on 01<sup>st</sup> April 2021 as Junior Software Engineer. Every candidate who joins the organization will be on probation for a period of six months or mentioned as per offer letter.

After completion of probation, the employee will be confirmed provided the performance has been found satisfactory and the same has been conveyed by the Head of the Department and the same has been accepted by the HR.

Every employee who joins the organization will be provided on job training.

**Designation and reporting**

On joining you will be designated as **Junior Software Engineer**. Your designation, business title and reporting relationship may change as you progress in the company

**Place of work and travel**

Your initial place of work will be at **Kochi**

38/2392D Salim's Chamber, Salim Rajan Road Gandhinagar, Ernakulam

**Hours of work**

Your normal hours of work are 9.00 am to 6.00 pm Monday to Friday, excluding public holidays. The timing will be flexible with respect to the client's working hours.

Maximum period of delay for reporting to work on any working day would be 15 minutes over and above the normal working time.

Deductions from the salary shall be in proportion with the time of late coming (Ref: Leave Entitlement).

**Lunch Time**

Each employee would be provided with 30 minutes of time every day for consuming his/her lunch. Applicable to all office staff.

**Pointers**

1. Each Employee Should Switch off their Fans, Lights, computer system including the UPS every day after the work.
2. The workstations are to be kept neat and clean. No official documents should be kept open on your tables unattended.



UST/19409811/415169  
27/12/2021

SNEHA SURESH  
Trivandrum

Sub: Letter of Offer

Dear SNEHA,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to offer you a career with US Technology International Private Limited ('US Technology'). Please accept our heartiest congratulations.

If you accept this offer and join our services, you will be designated as "Assoc. Software Developer", A1.

Your employment will be subject to the Standard Terms and Conditions of Employment of US Technology and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-Competition Agreement when you join the employment of the Company.

The Overall compensation offered to you is Rs.350,000.00/- (Rupees Three Lakh Fifty Thousand) per annum, which will include an Annual Variable Pay of upto a maximum of Rs.17,500.00/- (Rupees Seventeen Thousand Five Hundred) per annum subject to the policy of US technology in this regard. Please find details of the compensation and benefits you are being offered in Annexure 1.

This offer of employment with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that: -

- i. Prior to joining our employment, you have terminated your employment with your current/previous employer in accordance with the terms and conditions of the said employment.
- ii. On joining our employment, there are no continuing obligations or restrictions which apply to you vis-à-vis any of your previous employments.
- iii. You are not restricted, prohibited or constrained from accepting this offer of employment from US Technology and that you have not, during the course of your previous employment/s entered into any agreement/arrangement which in any way restricts prohibits or debar you from accepting the offer made by US Technology.
- iv. That no amounts will be due and payable by you to your previous employer/s.
- v. On joining our employment that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproduction of any aforementioned items belonging to your previous employer/s.

This offer will be valid till 31/12/2021. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on or before 31/12/2021. If you are accepting our offer letter, please send us your confirmation within 72 hours.

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**S T**

If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

If you accept this offer of employment, you are required to join your employment on or before 31/12/2021. If you are unable to report on the above date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at US Technology's sole discretion.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,  
for US Technology International Private Limited

**Accepted**



**Vinesh George**  
**Group Manager HR**

SNEHA, SURESH

Execution by the Employee:

I, SNEHA SURESH, agree and accept this conditional offer on the terms and conditions outlined and/or referred to in this Agreement.

**Signed By Candidate**

**IP Address**

**Date**

Encl : Annexure 1  
Annexure 2

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## **Annexure 1 (A)**

Name: SNEHA SURESH,  
Designated as: "Assoc. Software Developer"

<b>Components</b>	<b>Monthly Salary</b>	<b>Annual</b>
Basic Salary	8,312.50	99,750.00
House Rent Allowance	3,325.00	39,900.00
Education Allowance	200.00	2400.00
Bonus Ex-Gratia	1,662.50	19,950.00
Other Allowance	11,992.71	143,912.50
Employer Contribution to PF***	1,800.00	21,600.00
Gratuity	415.62	4,987.50
Variable Pay		17,500.00
Cost to the Company (CTC)		350,000.00

**\*\*\* Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.**



## **Annexure 1 (B)**

### **Allowances Optional**

Please note that you have an option to choose between

- (1) Food Allowance
- (2) Leave Travel Assistance.

Subject to the detailed rules in relation to each of these allowances, you can avail of any or all of these four tax-saving allowances. If you do not opt for any of these, the respective amounts will be taxable and be paid as part of "Other Allowances".

### **Food Allowance**

Sodexo Coupons will be issued for Rs. 1,000/- , Rs.2500/- or Rs.3000/- against Food Allowance for those who opt for the same. This will attract 3% service charges. The amount deducted from your salary against food allowance is entirely non-taxable.

### **Leave travel assistance**

LTA (12.5% of basic pay) amount will be non-taxable only on submission of bills and will be paid at the end of each calendar year against the appropriate enclosures/bills produced with the appropriate form duly filled as per US Technology's policy and Income tax laws in force at the time of claim.

Please note that the above non-taxable components may change from time to time according to the company policy.

### **National Pension Scheme (Optional)**

National Pension scheme (NPS) is a pension system regulated by the Pension Fund Regulatory and Development Authority (PFRDA), with objective to provide social security in India. Enrolment to NPS is purely voluntary. NPS provide old age retirement income along with tax exemption

### **Gratuity**

You will be entitled to payment of gratuity strictly as per rules under the Payment of Gratuity Act, 1972.

### **Annual Variable Pay**

The Variable Pay will be performance-based, and determined based on objective and quantitative indicators that determine how well you have met the performance objectives. The details of your objectives, and parameters used for determining the variable pay component will be communicated to you on joining employment. You will be eligible for bonus only after successful completion of one year of employment with US Technology.

### **Tax**

Tax implications arising out of this structure would be borne by you.

### **Location**

The initial place of work would be Thiruvananthapuram, Kerala. US Technology reserves the right to change your place of work in its sole discretion.

### **Termination of Service**

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1. During your employment with US Technology, a notice of two months is required to terminate employment from either side. The Company may terminate your employment by payment in lieu of the two months' notice, without assigning any reason whatsoever, at the sole discretion of the Company.
2. You may deliver the notice of termination by hand to your Department Manager or by Registered post to your Department Manager and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the latter case. Service of notice of termination from the Company will be deemed to be complete on the date of dispatch of such notice by registered post to the address furnished by you and available as per our records or on hand delivery of the notice to you, whichever is earlier. However, where the circumstances so warrant, the Company reserves the right to terminate your employment with immediate effect.

## **Increments and Promotions**

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the Company, as determined by the management through periodic performance appraisals.

## **Compliance to Quality Standards**

You will be required to understand and implement standard procedures evolved at US Technology International Private Limited for SEI CMMI / PCMM. Your attitude toward adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

## **Background Verification**

You have been employed on the basis of the particulars furnished by you. In case the said particulars are found to be incorrect or it is found that you have concealed or withheld any relevant facts, your employment with the Company shall stand terminated / canceled forthwith without any notice.

## **Medical**

Your employment may be terminated forthwith by written notice by the Company, on the basis of medical advice it deems acceptable, that you have become physically or mentally disabled or incapacitated during your employment with the Company to such an extent that you are unable to effectively perform the duties entrusted to you during the course of your employment.

## **Working Hours**

The normal working hours are from 8.30 am to 6 pm. Monday through Friday. Saturday and Sunday are holidays. The company reserves the right to alter or modify its working hours or holidays temporarily or permanently.

## **Dress Code**

All employees of the company can wear business casuals on all working days. Dress code classification are as follows:

Men : Casual half sleeved shirts, plain polo shirts, Tees with round necks (turtle necks included), collars dress shirts, sweaters and turtlenecks are acceptable attire for work, Suit jackets or sports jackets, Slacks that are similar to Dockers cotton or synthetic material pants, wool pants, flannel pants and synthetic pants, Chinos, Corduroys, Cargos, presentable jeans are acceptable.



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Women : Jeans, slacks that are similar to Dockers cotton or synthetic material pants, Plain polo shirts, dress shirts, blouses, sweaters and suit jackets. Casual dresses, kurta churidars/salwars, skirts and skirts that are split at or below the knee are acceptable. Casual tops, Tees with round necks, collars (turtle necks included), Culottes/Parallels (below knee), preferable jeans Leggings can be worn only with long kurtas or tops.

## **Duties and Responsibilities**

1. You will be required to serve in the assigned position or in such other capacities, consistent with your status and position in the Company, as may be requested from time to time by the Company.
2. In the course of your employment, the Company will expect you to display a high standard of initiative, efficiency and economy. You shall diligently, faithfully and to the best of your abilities perform the duties and services related to your assigned post as well as such additional or different duties and services consistent with your position, as you may be reasonably be directed to perform by the Company from time to time. For the performance of all such duties and services, you shall use all the knowledge, skill and experience that you possess, to the entire satisfaction of the Company.
3. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the Company's image as suppliers of quality software and services.
4. You shall devote your full time and attention during your employment with the Company exclusively to the business and affairs of the Company and shall not, during your employment with the Company, without the prior written consent of the Company, directly or indirectly, carry on or be engaged, concerned or interested in any manner whatsoever in any other employment, business, trade or occupation, either on a part-time or full-time basis, in an honorary capacity or otherwise, either during or after normal business hours.

## **Confidentiality**

1. You agree to sign and be bound by the terms of the Non-Disclosure, Non-Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter.
2. Further, the Executive also agrees to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time.
3. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure will be considered a serious misconduct and breach of the terms of your employment.

## **Posting / Transfer of Service**

While your initial place of work is as intimated in your Letter of Offer, you are liable to be transferred to any department / division of the Company / its business associates' / clients, in India or abroad, as required by the exigencies of the business at the discretion of the Company. You may be required, from time to time, to travel to locations outside your place of posting, within India and abroad, on short notice.

## **Travel**

You may be required, from time to time, to travel to locations outside your place of posting, within India and abroad, on short notice.

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## Expenses

Upon presentation of appropriate documentation, the Company shall reimburse to you all reasonable and necessary out-of-pocket expenses, including travel expenses, actually incurred by you in the course of your employment. The Company has policies and procedures in relation to the reimbursement of such expenses that may be revised from time to time. The reimbursement of expenses shall be subject to the same having been incurred and accounted for in accordance with the said policies and procedures in effect. The Company reserves the right to correct an adverse expense balance by making the necessary deductions from any amounts due to you from the Company.

## Intellectual Property Rights

1. Your duties in the course of your employment are expected to generate programs, softwares, tools, workflows, in which copyright or other intellectual property may subsist. All intellectual property rights, in India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time), invention, discovery, ideas, techniques, machines, methods, processes, uses, products, devices, codes, configurations of any kind and improvements made to any of the above, or in any other matter including but not limited to computer software, conceived / created / made fully or in part (whether or not during regular office / business hours and whether alone or in conjunction with others,) by you, during the period of your employment with the Company, shall be disclosed in writing to the Company immediately on such conception, creation or making and shall stand automatically vested in and be the sole and exclusive property of the Company. By accepting this employment, you have undertaken to execute and register any and all necessary documents, and do whatever else may be necessary as may be determined by the Company in its discretion, at the cost of the Company, even after your employment has ended, to further confirm the above ownership rights in favour of the Company. You also explicitly waive all moral rights in your contribution to the business of the Company.
2. You shall keep all such intellectual property of the Company confidential and shall use all Such property strictly in accordance with the terms of your employment for the sole benefit of the Company.

## Non-Solicitation

1. During your employment with the Company and for the one (1) year period thereafter, you shall not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, knowingly solicit, aid or induce any employee of the Company to leave such employment in order to accept employment with or render services to or with any other person, firm, corporation or other entity unaffiliated with the Company or knowingly take any action to materially assist or aid any other person, firm, corporation or other entity in identifying or hiring any such employee.
2. During your employment with the Company and for the one (1) year period thereafter, you shall not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity knowingly solicit, aid, entice or induce any customer or potential customer of the Company away from the Company or assist or aid any other persons or entity in identifying or soliciting, enticing etc. any such customer.
3. The obligations contained in this clause shall survive the termination of your employment with the Company and shall be fully enforceable thereafter.

## Disciplinary Procedures and the Company Policies

In addition to the terms specified herein, you shall be liable for disciplinary action including warning, deduction from remuneration, suspension, demotion, denial of promotion and/or increment, discharge,

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dismissal etc. for acts and omissions constituting misconduct and violations of the code of behavior in accordance with the policy of the Company. The said policy shall be treated as part and parcel of this Agreement. The Company may amend / alter the said Policy at its sole discretion. Pending disciplinary action, you may be suspended from service.

## **Training**

You may also be selected or sponsored by the Company for receiving training with the Company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

## **Passport & Driving License**

It is very important for you to have a valid passport and a 4 wheeler-driving license. If you do not have it, you are required to apply for them immediately.

## **Other Rules and Regulations**

During your employment with the Company, you shall be subject to such rules and regulations and policies of the Company as may be made applicable and revised at the Company's discretion from time to time, irrespective of whether the rules and regulations or policies or any changes therein are individually notified to you. The rules and regulations are documented in the employee hand book and also published in the company intranet. We request you to go through the same. You are required to adhere to them strictly, failing which the Company reserves the right to take appropriate action, including dismissal from service, depending on the severity of the violation.

## **Address & Other Details**

1. You shall advise the Company of the address to which communications to you should be sent by post. All notices and other communication sent to you at such address shall be deemed to have been properly sent by us and received by you.
2. You shall keep the Company informed of the changes, if any, in respect of your address and also of any change in your civil or marital status and other such matters. Your address / status shall be as last advised by you to the Company (in writing).

## **Consequences of Termination**

On termination / cessation of your employment with the Company, for whatever reason, you will return to the Company:

- i. any item belonging to the Company such as laptop computer with all software and data therein, with details of any passwords which you may have installed;
- ii. every Company document (including electronic documents) of whatever description in your possession or control, together with any copies, notes or summaries of such documents and your own working papers, for all of which your undertake to make a diligent search;
- iii. any other Company property in your possession or control;
- iv. immediately repay all outstanding debts and loans due to the Company and the Company is hereby authorized to deduct from any monies due to the Employee a sum in repayment of all or any part of any such debts or loans; and
- v. Strictly comply with all continuing obligations including obligations of confidentiality, non-disclosure and non-competition.

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## **Warranty**

You represent and warrant to the Company that the terms and conditions of your employment are legal, valid and binding upon you and acceptance of the same by you and the performance of your obligations pursuant to your employment by the Company does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment agreement/s).

## **Jurisdiction**

Your employment shall be governed by and construed in accordance with the laws of India and the courts of Trivandrum shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

## **Amendments**

The Company, at its discretion, may alter, replace or annul any of the above, should circumstances so warrant either as a result of statute or otherwise.

\* \* \* \* \*



## **Annexure2**

Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet [consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Latest 3 salary slip or salary certificate from most recent employer
4. Experience certificate from all previous employers
5. UST offer letter signed
6. Passport (with ECNR stamp)
7. Proof of identity i.e. PAN card, Aadhar Card and Passport
8. Passport size photograph (1 copy)
9. Your income & investment declaration in the Form 12C. (Non-submission of this form will be treated as you do not have income from any other sources apart from your salary income from US Technology International Private Limited.)

*\*\*Please note that this offer letter covers all the commitments made on behalf of US Technology International Private Limited towards your employment with the company. It is your responsibility to ensure that any or all commitments made verbally during the selection process are documented prior to joining US Technology. Please note that the company will not be responsible for any verbal commitment made to the candidate except for those that are specifically documented in these pages.*

\* \* \* \* \*



preZenty



**PRINCE PRAKASH**  
REGIONAL SALES ASSOCIATE

ID : CIPL 13

DOB : 03-01-1998

BLOOD GROUP : O+



**COCONLABS**

Dear Bibin,

Good day to you.

Congratulations on your appointment and warm welcome to you as a new member of Poornam Info Vision. You were chosen to be part of our organization because we believe you can contribute to our success and share our commitment to achieving our goals. Your role is essential to fulfill our mission for the people who trust and respect us - we are committed to incredible value, quality and unparalleled client service in all aspects.

We recognize that the caliber and commitment of all our staff are the foundations in which our excellence is built, and as your employer we are committed to supporting your continuing development.

Consider this as the provisional offer of appointment as Jr. Software Engineer - Trainee. The formal appointment letter with terms and conditions will be given at the time of joining.

You are requested to join on 08th April, 2021. Please send back an acknowledgement mail confirming your joining

Thanks for your time, and welcome once again. We look forward to a long and mutually beneficial relationship !

Detailed salary annexure has been attached herewith. Also please read out the terms and conditions attached and acknowledge that you accept the same.



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## Datamatica\_Training

2 messages

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**HR@Datamatica** <hr@datamatica.uk>

Mon, 19 Jul, 2021 at 4:31 pm

To: irdivyyaa@gmail.com <irdivyyaa@gmail.com>, aravindr98.ar@gmail.com <aravindr98.ar@gmail.com>, akhilmnair5656@gmail.com <akhilmnair5656@gmail.com>, harikrish6374@gmail.com <harikrish6374@gmail.com>, ashishphilip1001@gmail.com <ashishphilip1001@gmail.com>  
Cc: Prasanth A. P. <prasantha@data-matica.com>, Siby P. Panicker <sibyp@datamatica.uk>, Tinu Babu <tinub@datamatica.uk>, Neena Tharakan <neenat@datamatica.uk>, Veena Vijayan <veenav@datamatica.uk>

Hi,

Greetings from DATAMATICA !!

Happy to inform that you have been shortlisted for the training program. We are starting the online session by Wednesday (21-07-2021) and the exact date for offline training will be informed soon.

All the trainees are requested to attend the Microsoft Teams meeting on Wednesday at 10 AM. Link to join the meeting will be provided to the Email ID. For any reason if you shall not be able to attend this meeting, please inform the same to [hr@datamatica.uk](mailto:hr@datamatica.uk) or by calling me directly at 9400489000. Please do the clarifications before joining the training session.

"Kindly acknowledge this email upon receipt."

**Thanks & Regards**

**ARCHANA PURUSHOTHAMAN**

**HR Manager**

**DATAMATICA**

**M** : 0091 94004 89000

**T** : 0091 471 4070078

**E** : [hr@datamatica.uk](mailto:hr@datamatica.uk)

**W** : [www.data-matica.com](http://www.data-matica.com)

**India** : TC 1/22, Ulloor, MC P.O, Trivandrum - 695011, Kerala, India.

**UK** : Lincoln Road, High Wycombe, Bucks HP12 3RQ.

***DIGITAL PEN AND PAPER EDC***

Please don't print this e-mail unless you really need to.

*The information in this e-mail and in any attachment is confidential property, and is intended solely for the attention and use of the named addressee(s). The information may be subject to legal, professional or other applicable privileges and any unauthorized use, disclosure, or copying of it is strictly prohibited and may be unlawful. If you received this communication in error, please notify me immediately by return e-mail and destroy this communication and all copies thereof.*

---

**Ashish Philip** <ashishphilip1001@gmail.com>

Mon, 19 Jul, 2021 at 5:25 pm

To: [hr@datamatica.uk](mailto:hr@datamatica.uk)

Email received

Thankyou,

Ashish Philip

[Quoted text hidden]





March 29 2021

**CONGRATULATION ON BEING SELECTED AT BOURNTEC**

Employee Code: 128

**Employee Address:** Kalappurakal(H)  
CMC-29, T.D Road  
Cherthala, Alappuzha  
Pin:688524

Dear Balaji V Shenoi,

Congratulations! I am pleased to offer you the position of Software Trainee with **BOURNTEC GLOBAL SOFTWARE CAPABILITY CENTRE P LTD**, effective 05.04.2021. You need to report at 9:30 AM to complete the joining formalities.

Kindly go through the details mentioned below.

**Acceptance and Commencement**

You are requested to report on **05.04.2021** to complete the joining formalities.

Your appointment will be effective on your joining **05.04.2021**.

You will be on training for a period of four months from the date of joining.

To confirm your acceptance of this offer, you are required to:-

- Respond via email to Email id: sruthy.nair@bourntec.com

Address:

**Bourntec Global Software Capability Centre Pvt Ltd**  
**XII/448- TV Centre, Thanapadam Road off**  
**Seaport Airport Road, Kakkanad,Kochi**  
**PIN :682037**

Please note that it is important to be on time, on arriving late you will not be allowed to join and must reschedule your joining date.

**Head Office:**

XXIV/773, TV Centre  
Thanapadam Road, CEPZ PO,  
Kakkanad, Kochi, Kerala, India – 682037

**Development Center:**

Noel Focus, 4th Floor,  
Seaport Airport Road, Kakkanad,  
Kochi – 682037

**Contact:**

Phone: 0484 2421245  
Email: info@bourntec.com



### Remuneration

- Your monthly remuneration will be **20,000/-** Per month. On the completion of training, you shall be paid **25,000/ per** month for the next 6 months' probation period.

### Training period / Probation

- You will be on trainee for a period of four months from the date of joining.
- You will continue to be on training until specific order confirming your service.
- After successful completion of your training, you will be considered for six months probation and your terms of employment will be reviewed and will be considered for the regular employment with the organization based on your performance.

**During the training period you can avail one casual leave per month – If absolutely necessary - and you shall not be eligible for any other leave.**

### Termination of Services

- During the training period if your performance is found to be non-satisfactory, Company can terminate your service immediately without giving notice or paying in lieu of notice.

### Checklist

#### Documents to be submitted on the Day of Reporting:-

- At the time of your joining, the following documents in original (for verification only) along with a photocopy of each should be submitted to Bourntec.
  1. ID proof – Passport Copy / Election ID / Driving License/Aadhar Card
  2. Secondary / Higher Secondary mark sheet
  3. Degree certificate and mark sheets
  4. Post-graduate degree and mark sheets (if applicable)
  5. PAN Card
  6. Valid Passport
  7. Reliving letter from all your previous employers (if applicable)
  8. Last/latest pay slips from your current employer (if applicable)
  9. Three passport photos in white background ALONG with a soft copy

### Validity

- This is only a conditional Offer Letter and not a Letter of Appointment. The Letter of Appointment will be issued to you only upon successful completion of your training.
- Please note that the Offer Letter is valid only if you give us a signed acceptance of your willingness to accept while reporting to office.

Furthermore, the signed and accepted Offer Letter will also become null and void in case you do not report at the date and time specified in this letter.

#### **Head Office:**

XXIV/773, T.V Centre  
Thanapadam Road, CEPZ P.O,  
Kakkanad, Kochi, Kerala, India – 682037

#### **Development Center:**

Noel Focus, 4th Floor,  
Seaport Airport Road, Kakkanad,  
Kochi – 682037

#### **Contact:**

Phone: 0484 2421245  
Email: info@bourntec.com

To indicate your acceptance of this offer please sign the original of this letter and return it to us indicating the date from which you are available.

If you have any queries, please do not hesitate to contact undersigned person.

Looking forward to meet you at Bourntec!

Thanking you

Yours faithfully

For **BOURNTEC GLOBAL SOFTWARE CAPABILITY CENTRE P LTD**



**Jacob Rajan Chowallur**  
**Managing Director**

**Head Office:**

XXIV/773, TV Centre  
Thanapadam Road, CEPZ P.O,  
Kakkanad, Kochi, Kerala, India – 682037

**Development Center:**

Noel Focus, 4th Floor,  
Seaport Airport Road, Kakkanad,  
Kochi – 682037

**Contact:**

Phone: 0484 2421245  
Email: [info@bourntec.com](mailto:info@bourntec.com)



**ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS**

**I agree that I have read, understand and accept employment with BOURNTEC GLOBAL SOFTWARE CAPABILITY CENTRE P LTD, under the terms and conditions stated above**

Signature ..... *Balaji She* .....

Printed Name..... *Balaji V. Shenoi* .....

Date .. *31-03-21* .....

**Head Office:**

XXIV/773, TV Centre  
Thanapadam Road, CEPZ P.O,  
Kakkanad, Kochi, Kerala, India - 682037

**Development Center:**

Noel Focus, 4th Floor,  
Seaport Airport Road, Kakkanad,  
Kochi - 682037

**Contact:**

Phone: 0484 2421245  
Email: info@bourntec.com

Hi Ashlin

**We want to welcome you to IQVIA™**

**On behalf of IQVIA, we are pleased to extend an offer of employment for you to join us.**

**Your designation will be Associate Software Developer , You will be based in Kochi location. The date of joining will be on 06<sup>th</sup> Dec 2021.**

IQVIA's talented professionals across the globe help clients create solutions that drive healthcare forward to advance clinical outcomes and commercial performance. Our employees are passionate about channeling their insights, commercial and scientific depth, and executional expertise to help improve health outcomes for patients around the globe.

Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits. Request you to review this and let us know your decision within 2 business days.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

Post your email acceptance and confirmation of the joining date you will receive the offer letter from workday.

---

18<sup>th</sup> November 2019

Dear Asaph,

### **Appointment for the post of Junior Developer**

This has reference to your application and subsequent interviews you have had with **Alphanumeric Labs LLP**. We are pleased to appoint you as **Junior Developer** in our organization based at **palarivattom**. Your employment will be governed by the following terms and conditions:

#### **1. Monthly Gross Salary**

You will be paid an hourly salary of **Rs. 100/-(Rupees One Hundred Only)** per hour. It is subject to various deductions as per company and government policy.

#### **2. Working Hours**

Your working hours will be up to you.

#### **3. Date of Appointment**

Your date of appointment as per the company records is **1<sup>st</sup> November 2019**.

#### **4. Salary Increase**

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results, productivity and performance during the period of review.

#### **5. Probation Period**

You will be on probation for a period of **six months** from the date of your appointment. On successfully completing the probation period, you will be confirmed in service.

If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

#### **6. Leave**

You will be governed by the current Leave Policy of the company for permanent employees. You will have 1 sick leave and 1 casual per month.

#### **7. Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

#### **8. Responsibilities**

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

## **9. Retirement Age**

The normal retirement age for all employees is **60 years**.

## **10. Notice Period**

While on probation, this appointment may be terminated by either side by giving **one months'** notice or **one months'** salary in lieu of notice period.

On confirmation, this appointment may be terminated by either side by giving **one months'** notice or **one months'** salary in lieu of notice period.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

## **11. Transfer**

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

## **12. Other work**

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.

## **13. Conflict of Interest**

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

## **14. Confidential Information**

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

## **15. Contract/Bond with Previous Employers.**

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

## **16. On termination**

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data,

literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

### **17. General**

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to **Alphanumeric Labs LLP** family and trust we will have a long and mutually rewarding association.

Yours faithfully,  
For and on behalf of ALphanumeric Labs LLP

Dinumol Joy  
Department Head, HR

I have read and understood the terms and conditions mentioned in this letter of appointment and I hereby confirm acceptance of the same

Signature

Date:



05-Jan-2021

To

**Mr. Asaph M Joyer George**

Mannanal (House)

Cherpunkal P. O

Kottayam- 686584

**Sub: Employment Offer**

Dear **Asaph**,

With reference to the interview, you had with us on 04-Jan-2021, we are pleased to have you on-board as **Software Engineer Trainee**. Your joining date will be **11<sup>th</sup> January 2021** as agreed by you.

Trenser Technology Solutions (P) Ltd. (here after referred as TRENSER) is a start-up company focusing on software services, led by a group of talented professionals with an overall experience of over 200-man years in Information Technology and Engineering Applications. Our focus is to build enduring partnerships with our esteemed clients and provide them lasting solutions that augment their business by delivering value.

We would like to share our company policies and general terms while you are preparing to be on-board with us.

### **1. Induction and Confirmation**

You will be placed as **Software Engineer Trainee** for first 12 months from your joining date. During the training period, company will be guiding you to succeed in the assignments provided to you and will be evaluating your performance monthly. You will be on probation period for up to 12 months. Your probation period may be extended in case your performance is not up to satisfactory levels. On successful completion of the probation, you will be confirmed to the services of the company.

### **2. Performance Evaluation**

As professionals who served the IT industry for many years, our principals know how individual performance is critical to company's performance to attain stated organization goals. Hence, we have yearly performance review for each employee based on his/ her joining date.

### **3. Remuneration**

You are entitled to receive a consolidated amount of **INR 20,000** per month (INR Twenty Thousand only).

#### **4. Work Timings**

Normal working hours of the office is 8:30 AM to 5:30 PM on all working days. Business meetings and client interactions are of highest priority to serve our customers better, hence your presence in the office during normal working hours is mandatory. We have a five-day working week, Monday through Friday.

#### **5. Holidays and Leaves**

Our leave policy applies to each year, as below,

- General Leave – 12 Days
- Earned Leave – 13 Days
- Holidays – 13 holidays including national and state festival holidays, which will be published each year in the month of January as annexure to Annual Leave Policy.

#### **6. Our expectations from you**

- **Tasks and Responsibilities**

We believe success is the ultimate result of teamwork. Hence, we hope you will dedicate your full-time attention in carrying out the work-related activities faithfully, truthfully, sincerely and diligently, focusing towards the growth of the company.

- **Secrecy**

You agree not to divulge any person whatsoever, any formal process, methods, technologies, machine composition, ideas or any other information pertaining to the business and affairs of the company or any of its dealings or transactions, which come to your knowledge during the course of your employment or utilize any of the same for your personal benefits.

- **Attire**

Dress code is Formal/ Business casuals on all working days. We encourage you to be in appealing outfits every day.

Gents may wear Shirts, T-shirts with collars, Pants or Jeans. Shoes/ sneakers are mandatory. Flip-flops are not allowed. Jeans with torn knees or similar, T-shirts without collars, Cargos and 3/4th trousers are strictly not allowed.

Ladies may wear Churidars/ Sarees / or dress like Gents (Jeans/Pants ...) and shoes/ sneakers are not mandatory for ladies.

#### **7. Pre-requisites**

All certificates and documents/ records stated below are to be produced in original with one copy self-attested by you at the time of your joining.

- **Educational Qualifications**

All your certificates of educational qualifications including your professional degree or diploma, specializations and 10<sup>th</sup> standard and 10+2.

#### **8. Rights of Company**

While you are employed with us, any inventions, improvements, designs or proprietary knowledge conceived by you shall become the sole property of the company. In this context, "company" shall be any persons, firms, affiliates or subsidiary companies of TRENSEER.

## 9. Termination

During the monthly evaluations in the training period, if the company finds your performance is not on par with the expectations of the company, then the company management retains the right to terminate your services with one-week notice.

In the unfortunate event where, if we find, notwithstanding to the company policies and terms contained herein, or misconduct on your part will entitle the company to terminate your employment with immediate effect and without any prior notice or payment in lieu of notice.

The day you are joining with us, you will be part of the growing TRENSER family. We believe in human values and hope you will find a pleasant work culture within our organization. We wish to have a long and mutually winning association with you where you could excel yourself and contribute to the growth of TRENSER.

Welcome on-board!

**For, Trensers Technology Solutions (P) Ltd.**

A handwritten signature in blue ink, consisting of a stylized, cursive name followed by a long horizontal line extending to the right.

### **Authorized Signatory**

I have read all the above terms and conditions of this employment offer and I accept the same.

Signature:

Ms. Aryamol K S  
Kanjaraavayalil House  
Nedumkandam P O  
Nedumkandam  
Idukki-685553  
Kerala  
India  
Ph:(91) 9400351581

March 15, 2021

Dear Aryamol,

Welcome to Satway Infosystems Pvt. Ltd. Congratulations! We are delighted to make you an offer as a role of **Full Stack Python Developer** in Satway Infosystems Pvt. Ltd.

At Satway, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**KRISHNAPRASAD K S**

**Head Human Resources – Satway Infosystems Pvt. Ltd.**

**Satway Infosystems Pvt.Ltd.**

16/324A, 1<sup>st</sup> Floor, , Thekkath Arcade

Karukutty, Angamaly, Ernakulam - 683 576

+91 7902 686 989, +91 9567 200 400

[www.satway.in](http://www.satway.in) [info@satway.in](mailto:info@satway.in)





## Offer for Apprenticeship Training-Please inform your acceptance through reply mail

9 messages

HR – TAD (Postings) <postings@federalbank.co.in>  
To: aryaayra1998@gmail.com <aryaayra1998@gmail.com>

Mon, Mar 8, 2021 at 8:17 PM

HR-TALENT ACQUISITION & DEPLOYMENT



HR TAD/B/APPR-667/2021

08<sup>th</sup> March 2021

Ms. Arya Rajagopal  
Thekke Pandoth  
Eramalloor P O  
Cherthala  
Alappuzha -688537

Dear Candidate,

We are happy to offer you facilities for undergoing Apprenticeship Training in the Bank for one year with effect from **17<sup>th</sup> March 2021** as Graduate Apprentice, under the provisions of Apprentices Act, 1961, as amended in the year 1973 and 1986.

Please report for the Apprenticeship Training at Branch/Office: **Aroor** situated at, St. Augustine's Church Building, Bye Pass Jn., Aroor, Alapuzha, Kerala-688 534 on 17<sup>th</sup> March 2021 at 09.30 a.m.

1. The following papers/documents duly filled up and completed in all respects should be submitted to the Official-in-charge on 17<sup>th</sup> March 2021 itself.

- a. Apprenticeship Contract Registration Card with one photo of the candidate affixed thereon along with NATS Registration number.
  - b. Contract of Apprenticeship – Schedule I and II (To be executed by the candidate and one Surety, on plain paper)
  - c. Declaration
  - d. Declaration of Fidelity and Secrecy
  - e. One copy of this communication noting your name, signature and date for having accepted the terms and conditions mentioned herein.
2. The Bank does not have any intention to consider you for any job/post/ employment either now or in future. On completion of the stipulated period of one year of Apprenticeship Training, the facility of training offered to you will stand withdrawn without any further notice to you, as per Section 7 of the Apprenticeship Act, 1961.
3. During the period of Apprenticeship Training, you will be paid a consolidated amount of Rs.10500/- (Rupees Ten thousand five hundred only) per month as stipend.
4. As per the provisions of the Apprenticeship Act, 1961, you will be eligible for 12 days of Casual Leave and 15 days of Medical Leave during the one year period of Apprenticeship Training. At the discretion of the Bank, you may be granted Extra Ordinary Leave (EOL) without stipend, after the entire Casual and Medical leaves are exhausted and you are advised to utilise the Extra Ordinary Leave sparingly, since Apprentice Board will take decision to approval of EOL on its merits.

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*The Federal Bank Ltd, HR Talent Acquisition and Deployment, Federal Towers, P O Box No.103, Aluva, Kerala, India 683 101*

*E-mail: [postings@federalbank.co.in](mailto:postings@federalbank.co.in) ; Phone: 0484-2634123.*

5. In case your conduct, behavior or character is found to be unsatisfactory or if you fail to undergo the Apprenticeship Training in the desired manner by keeping the office decorum, discipline and punctuality, the facility for training offered to you will be withdrawn forthwith without any advance intimation or notice to you.

6. You will have to attend and successfully complete the training sessions given by the Federal Knowledge & Development Centre (FKDC) during the Apprenticeship Training program and details of which will be communicated to you in due course by Federal Knowledge & Development Centre (FKDC).
  
7. You may report to the Bank for Apprenticeship Training starting on 17<sup>th</sup> March 2021, only if the above terms and conditions are unconditionally acceptable to you.

Yours faithfully,

**John P J**

**Vice President (HR)**

Copy to: 1. Branch/Office: Aroor  
2. Personal File : APPR - 667



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**The Federal Bank Ltd, HR Talent Acquisition and Deployment, Federal Towers, P O Box No.103, Aluva, Kerala, India 683 101**

**E-mail: [postings@federalbank.co.in](mailto:postings@federalbank.co.in); Phone: 0484-2634123.**

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Never reveal your ATM PIN, CVV no. printed on the reverse of the Debit card, Internet banking passwords, OTP etc. to anyone including Bank officials. Federal Bank never asks for your confidential credentials.

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

The Federal Bank Ltd

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Never reveal your ATM PIN, CVV no. printed on the reverse of the Debit card, Internet banking passwords, OTP etc. to anyone including Bank officials. Federal Bank never asks for your confidential credentials.

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

The Federal Bank Ltd

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### 3 attachments

 **Declaration - Graduate 2021.pdf**  
6 KB

 **Declaration\_of\_Fidelity - Graduate.pdf**  
63 KB

 **Regn.Card.2021.pdf**  
206 KB

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**Arya Rajagopal** <aryaayra1998@gmail.com>  
To: rajagopal e.r <rajagopaler@gmail.com>

Mon, Mar 8, 2021 at 9:10 PM

[Quoted text hidden]

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### 3 attachments

 **Declaration - Graduate 2021.pdf**  
6 KB

 **Declaration\_of\_Fidelity - Graduate.pdf**  
63 KB

 **Regn.Card.2021.pdf**  
206 KB

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**Arya Rajagopal** <aryaayra1998@gmail.com>  
To: priya@cectl.ac.in

Mon, Mar 8, 2021 at 9:30 PM

MISS , I AM ARYA RAJAGOPAL, HERE BY ATTACHING THE FEDERAL BANK LETTER

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

From: **HR – TAD (Postings)** <postings@federalbank.co.in>

Date: Mon, Mar 8, 2021 at 8:17 PM

Subject: Offer for Apprenticeship Training-Please inform your acceptance through reply mail

To: [aryaayra1998@gmail.com](mailto:aryaayra1998@gmail.com) <[aryaayra1998@gmail.com](mailto:aryaayra1998@gmail.com)>

**HR-TALENT ACQUISITION & DEPLOYMENT**



[Quoted text hidden]


[Quoted text hidden]

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**3 attachments**

 **Declaration - Graduate 2021.pdf**  
6 KB

 **Declaration\_of\_Fidelity - Graduate.pdf**  
63 KB

 **Regn.Card.2021.pdf**  
206 KB

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**Arya Rajagopal** <aryaayra1998@gmail.com>  
To: HR – TAD (Postings) <postings@federalbank.co.in>

Mon, Mar 8, 2021 at 9:43 PM

RESPECTED SIR,  
I ACCEPT THE OFFER LETTER ,WHICH I RECEIVED,THANK YOU FOR GIVING ME OPPORTUNITY TO WORK WITH YOU.

YOURS FAITHFULLY  
ARYA RAJAGOPAL  
[Quoted text hidden]

---

**Arya Rajagopal** <aryaayra1998@gmail.com>  
To: aryaayra1998 <aryaayra1998@gmail.com>

Tue, Mar 9, 2021 at 5:44 PM

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

From: **HR – TAD (Postings)** <postings@federalbank.co.in>

Date: Mon, Mar 8, 2021 at 8:17 PM

Subject: Offer for Apprenticeship Training-Please inform your acceptance through reply mail

To: [aryaayra1998@gmail.com](mailto:aryaayra1998@gmail.com) <[aryaayra1998@gmail.com](mailto:aryaayra1998@gmail.com)>

**HR-TALENT ACQUISITION & DEPLOYMENT**



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[Quoted text hidden]

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**3 attachments**

 **Declaration - Graduate 2021.pdf**  
6 KB

 **Declaration\_of\_Fidelity - Graduate.pdf**  
63 KB

 **Regn.Card.2021.pdf**  
206 KB

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**Arya Rajagopal** <aryaayra1998@gmail.com>  
To: Geoeramalloor@gmail.com

Tue, Mar 9, 2021 at 5:57 PM

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

From: **HR – TAD (Postings)** <[postings@federalbank.co.in](mailto:postings@federalbank.co.in)>

Date: Mon, Mar 8, 2021 at 8:17 PM

Subject: Offer for Apprenticeship Training-Please inform your acceptance through reply mail

To: [aryaayra1998@gmail.com](mailto:aryaayra1998@gmail.com) <[aryaayra1998@gmail.com](mailto:aryaayra1998@gmail.com)>

**HR-TALENT ACQUISITION & DEPLOYMENT**



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[Quoted text hidden]

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**3 attachments**

 **Declaration - Graduate 2021.pdf**  
6 KB

 **Declaration\_of\_Fidelity - Graduate.pdf**  
63 KB

 **Regn.Card.2021.pdf**  
206 KB

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**Dr. Priya** <[priya@cectl.ac.in](mailto:priya@cectl.ac.in)>  
To: Arya Rajagopal <[aryaayra1998@gmail.com](mailto:aryaayra1998@gmail.com)>

Wed, Mar 10, 2021 at 10:06 AM

Dear Arya  
Pls discuss the matter with the Principal.  
Also send a copy of this mail to Principal and your coordinator. Mr. Murali Mohanan  
Mail id:  
[murali@cectl.ac.in](mailto:murali@cectl.ac.in)

Dr,Priya S  
[Quoted text hidden]

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**Arya Rajagopal** <[aryaayra1998@gmail.com](mailto:aryaayra1998@gmail.com)>  
To: [murali@cectl.ac.in](mailto:murali@cectl.ac.in)

Wed, Mar 10, 2021 at 9:20 PM

Respected sir,

I am Arya Rajagopal, M.Tech student, sir, I am forwarding the mail of Federal Bank which I have got.

Thanking you,  
Arya Rajagopal

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

From: **HR – TAD (Postings)** <[postings@federalbank.co.in](mailto:postings@federalbank.co.in)>

Date: Mon, 8 Mar, 2021, 8:17 PM

Subject: Offer for Apprenticeship Training-Please inform your acceptance through reply mail

To: [aryaayra1998@gmail.com](mailto:aryaayra1998@gmail.com) <[aryaayra1998@gmail.com](mailto:aryaayra1998@gmail.com)>

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## HR-TALENT ACQUISITION & DEPLOYMENT

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### 6 attachments


 **image001.jpg**  
5 KB

 **image002.jpg**  
1 KB

 **image003.jpg**  
1 KB

 **Declaration - Graduate 2021.pdf**  
6 KB

 **Declaration\_of\_Fidelity - Graduate.pdf**  
63 KB

 **Regn.Card.2021.pdf**  
206 KB

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**Arya Rajagopal** <aryaayra1998@gmail.com>  
To: jisyrāju@gmail.com

Fri, Mar 12, 2021 at 3:08 PM

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

From: **HR – TAD (Postings)** <[postings@federalbank.co.in](mailto:postings@federalbank.co.in)>

Date: Mon, 8 Mar, 2021, 8:17 PM

Subject: Offer for Apprenticeship Training-Please inform your acceptance through reply mail

To: [aryaayra1998@gmail.com](mailto:aryaayra1998@gmail.com) <[aryaayra1998@gmail.com](mailto:aryaayra1998@gmail.com)>

## HR-TALENT ACQUISITION & DEPLOYMENT

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### 6 attachments

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5 KB


 **image002.jpg**  
1 KB

**image003.jpg**

 1 KB

 **Declaration - Graduate 2021.pdf**  
6 KB

 **Declaration\_of\_Fidelity - Graduate.pdf**  
63 KB

 **Regn.Card.2021.pdf**  
206 KB



# E4U GLOBAL Pvt. Ltd.

*Dream, Believe & Achieve*

www.e4uglobal.com  
e4uglobalbangalore  
e4uglobal@gmail.com  
080 489 03693  
974 0204 084  
984 5510 350

## Offer Letter

30-09-2020

ANNU SAJI

puthenveettil house,

Erattupetta

kerala PIN. 686122

Sub: Job offer

Dear Ms. ANNU SAJI

We are pleased to offer you the position of **PROCESS EXECUTIVE** in our **IT DEPARTMENT** based at **Bangalore**. Your immediate supervisor will be **HASTON GILBERT**. We trust that your knowledge, skills and experience will be among our most valuable assets. As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Monthly gross starting salary of **15000**, which will be eligible to withdraw if the target is achieved or else the package would be vary based on data completion.
- **Incentive:** As per the prevailing company scheme
- The office time should be maintained as per the company rules.

This offer letter is valid till **3-10-2020**. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on successful completion of your 3 months probation period. The joining formalities and induction will be carried out in our **Bangalore office**.

Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) experience/ relieving letters (4) two color passport-size photos, (5) latest salary slip from your previous organization and (6) proof of address.

Sincerely,

JUHAL SIRAJ K

HR manager



SIJEESH P SANKARAN

Director

Candidate name:

Signature:



**E4U GLOBAL Pvt. Ltd.**

No. 5M-405, 2nd floor, Inspira International 2nd Block HRBR, 2nd Stage, Kalyan Nagar, Bangalore - 560043



Scan the QR Code

16<sup>th</sup> August , 2021

To:  
Anila Abraham  
D/o V C Abraham,  
Kottayam  
Kerala - 686635

### **LETTER OF APPOINTMENT**

**Dear Anila Abraham,**

Based on your application and subsequent discussions, we are pleased to offer you employment in our organization as "Trainee - Software Engineer".

You are expected to join us on or before 19<sup>th</sup> Aug 2021

Your location of work would be Bangalore. You could be transferred to any of our establishments in India, or overseas or to any subsidiary or associate Grasko Solutions whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Grasko Solutions rules for the time being in force.

#### **1. Remuneration**

Your annual CTC salary will be INR 3,00,00,0 (INR Three Lakhs only). This is subjected to usual statutory and /or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so. Details mentioned in Annexure A.

#### **2. Working Hours**

Your workings hours shall be from 9 a.m. to 6:30 p.m. (Monday-Friday)with 30 minutes lunch break. However, you may also be required to avail yourself outside these stipulated hours if the need arises.

#### **3. Probation**

You will be on probation for a period of 6 months, which may be extended or reduced at the discretion of Grasko Solutions. Your services will be automatically confirmed at the end of your probation period, unless Grasko Solutions explicitly issues a letter changing your status.

#### **4. Allowances**

You will be entitled to allowances as detailed in the annexure. You will also be covered by Provident Fund, ESI ,Gratuity, schemes of the Grasko Solutions as applicable to your category that are in force at present and / or may be amended from time to time. These shall also be subject to taxes as applicable under relevant laws.

Any revisions of your compensation package, promotions and your continued employment with the Grasko Solutions are all subject to you meeting the performance levels applicable to you from time to time. Your performance may be informally discussed with you by your manager(s) on a regular basis. Your annual increment will be subject to our entire satisfaction of your overall performance including work, conduct and attendance.



## 5. Leave Policy

You are entitled for leave as per the Grasko Solutions HR policy.

### Declared Holidays

You are eligible for 10 days of declared public holidays per year.

### Sick Leave (SL):

**SL** will have a maximum of **5 days for the first year. After completion of one year SL will be 10 days** in a year and granted by the respective manager / management against a valid proof. Any leave beyond this will be deducted from the earned leave or leave without pay. Sick leave will be carried forward year to year.

### Earned leave (EL):

**EL** will be **10 days for the calendar year for the first three years. After completion of Three years EL will be 15 days** in a year and granted by the respective manager / management. EL can be carried forward year to year.

### Maternity Leave & Benefit:

Maternity benefit will be available to all regular female employees for a period of 180 days on satisfying three conditions:

#### Eligibility

1. **Employment must be confirmed.**
2. **360 days of continuous service must be completed with Grasko Solutions.**
3. **Eligibility of benefit is restricted up to two surviving children only.**

Maternity Salary will be paid only for one month of leave Or Basic plus DA pay for 180 days. In this employee can choose any one choice. This will be paid once employee rejoins for work after maternity leave.

The maximum period for which any employee is entitled to maternity benefit shall be 6 months (180 days inclusive of holidays and weekends) of which not more than six weeks shall precede the date of expected delivery.

### Regulations

The applicant should inform about her pregnancy to the HR department minimum 2 months in advance before proceeding on leave & should be supported by a medical certificate from a certified medical practitioner confirming the pregnancy and expected date of child birth. Maternity leave may be combined with accrued Casual leave with prior approval; however Un-availed Maternity Leave can neither be encashed nor accrued.



### **Paternity Leave & Benefit:**

- Male employees are entitled for a paternity leave for a period of three days that should be availed of at the time of the childbirth and it should be taken together.

### **6. Insurance Policy**

Health insurance provided to employee, spouse, and up to 2 kids would be 2 Lakhs (sum assured) and accidental insurance for the employee would be 2 Lakhs(50% paid by the Grasko Solutions)

### **7. Proprietary Information Agreement**

You will not divulge to any unauthorized person, nor use for any purpose other than Grasko Solutions during the period of your employment with us, or thereafter, any information concerning Grasko Solutions (or its associates) operations, know-how, secrets etc. that you may come to acquire as an employee of the Grasko Solutions.

Grasko Technologies shall be the sole owner of any software developed by you during your employment with the organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the software. You shall not claim any income nor benefit from any such development at any point of time. You shall also sign a document to this effect if required by Grasko Solutions

### **8. Notice of Termination**

You may leave the service by giving Grasko Solutions 90 days' notice. Grasko Solutions however will have the right to terminate your employment on account of by giving 30 days' notice for the first year and 90 days after completion of one year or by paying salary in lieu of notice. You would not be eligible for any leave during the Notice period.

You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by Grasko Solutions for your use. On demand, you shall take steps to return such assets, properties etc., back to Grasko Solutions in same condition as given, subject to normal wear and tear, on cessation of employment or any other time as may be required by the Grasko Solutions. Failing this, the Grasko Solutions shall be entitled to recover such cost/compensation as it may deem fit, keeping in view the cost of such assets, properties etc.

### **9. Code of Ethics and Business Conduct**

Recording a fellow employee, either audio or visual, is strictly prohibited without their knowledge and prior written consent. Any dissemination of such electronic recordings is grounds for automatic dismissal.

You will keep the Grasko Solutions informed of any change in your residential address and / or civil status or other contact details like phone number/mobile number. Any communication conveyed or letters/documents sent to the last recorded address with the Grasko Solutions, shall be deemed to have been duly served on you.

You will be governed by the Rules and Regulations of the Grasko Solutions as are in force at present and / or as may be introduced from time to time.

You will not take up any employment or assignment remunerative or honorarium with any other organization, body or person without the consent of Grasko Solutions in writing during the tenure of your service with us.

## 10. Verification

Your appointment is subject to the accuracy and completeness of the information as stated by you in your resume or Grasko Solutions application blank otherwise, including but not limited to any certificates, forms, answers to questionnaires, data sheets or other documents submitted by you. If it is found subsequent to your appointment that any information that you submitted is inaccurate or incomplete, you shall be deemed to have committed a fraud on the Grasko Solutions and the Grasko Solutions reserves the right to terminate your appointment forthwith, notwithstanding anything to the contrary, and without prejudice to any other remedy available to the Grasko Solutions.

Without affecting your obligation to give accurate information about yourself to the Grasko Solutions, the Grasko Solutions reserves the right at any time to make such inquiries as it deems fit, including but not limited to inquiries for the purpose of ascertaining the accuracy of any information you have given the Grasko Solutions, and for verifying whether you have a criminal record or a record of any indiscipline or misconduct with a previous employer. By signing this letter you shall be deemed to have consented to such a procedure of "background check" and to have waived your right to lodge any claim or action against the Grasko Solutions, including but not limited to any claim related to invasion of privacy.

You shall submit all the documents mentioned in Annexure B, at the time of joining Grasko Solutions.

Any claim(s)/statements made by you at the time of application which is not supported by the above documents makes your appointment liable to cancellation and our offer withdrawn without any notice or compensation.

Any dispute arising in connection with your employment shall fall under the jurisdiction of the Bangalore High Court / Bangalore Courts.

We welcome you to Grasko Solutions and look forward to a long and fruitful association. You are requested to sign your full name on the duplicate copy of this letter and return it to us as a token of acceptance after going through the above terms and conditions.

**For Grasko Solutions Pvt. Ltd.,**

A circular blue ink stamp for Grasko Solutions Pvt. Ltd. Bangalore, with a star at the bottom. To the right of the stamp is a handwritten signature in blue ink.

**Authorized Signatory**

Annexure A:

NAME	Anila Abraham	
DESIGNATION	Software Trainee	
LOCATION	BANGALORE	
COST TO GRASKO SOLUTIONS (CTC) Rs.	3,00,000/-	
(A) BASIC	4000	48000
DA	2500	30000
HRA	2600	31200
MEDICAL	1295	15540
CONVENYANCE	3000	36000
CCA	5250	63000
(B) LTA	0	0
PROJECT ALLOWANCE	5250	63000
ANNUAL BONUS	0	0
PERFORMANCE ALLOWANCE	0	0
(C) PF	780	9360
ESI	0	0
GRATUTY	325	3900
COST TO GRASKO SOLUTIONS Rs.	25000	300000
<ol style="list-style-type: none"> <li>1. Payable annually</li> <li>2. Payable monthly and will be applicable as long as deployed in the current delivery unit</li> <li>3. This component is payable in 4 equal installments in 3<sup>rd</sup>, 6<sup>th</sup> &amp; 9<sup>th</sup> 12<sup>th</sup> months respectively</li> <li>4. Payable based on Milestone/KRA communicated by your Reporting manger.</li> </ol>		



**Declaration:** "I have read understood and unconditionally accept the terms & conditions of my appointment letter and agree to keep its contents strictly private & confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Grasko Solutions, will amount to a breach of my employment terms with the Grasko Solutions and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resume and any other information I have given/may give the Grasko Solutions is complete, accurate and true in all aspects"

**Read, Understood and Agreed.**

**Name:**

**Signature:**

**Date:**



Annexure B:

CHECKLIST FOR THE STANDARD INFORMATION REQUIRED

Sl. No.	Category	Specification
1.	Education Qualification	<ol style="list-style-type: none"> <li>1. Copies of mark sheets / Grade card from 10th Std onwards.</li> <li>2. Copies of School certificate / Graduation / Post Graduation certificates (photocopy of both sides of certificate as the reverse side has some information on university which will be useful for verification.</li> <li>3. Name &amp; Address of College, University, Private Institute where Graduation/Post Graduation completed.</li> </ol>
2.	Professional Qualification	<ol style="list-style-type: none"> <li>1. Name &amp; Address of Institute where Certificate completed.</li> <li>2. Copies of Transcript, Certificates &amp; Score sheets.</li> </ol>
3.	Employment Details	<ol style="list-style-type: none"> <li>1. Supporting documents pertaining to employment for all organizations (Relieving letter ; Experience certificate ; Salary certificate/pay slip for 3 months).</li> <li>2. Duration of Employment &amp; Salary details &amp; Increment letters.</li> <li>3. 2 reference of each Grasko Solutions with contact phone and designation.</li> <li>4. Bank statement for last 3 months (i.e., your salary crediting account).</li> </ol>
4.	Other details	<ol style="list-style-type: none"> <li>1. Form 16</li> <li>2. Passport Copy</li> <li>3. Passport size photographs</li> <li>4. Proof of address (For Bank account)</li> <li>5. Copy of PAN Card (For Bank account)</li> </ol>





EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka , India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

19 March, 2021

**Ms Amitha Paulose**  
**Vavakkuzhiyil House,**  
**Mattakkara,**  
**Kottayam,**  
**Kerala - 686564**

**Contact No: +91 7560954687**  
**Email: amithapaulose13@gmail.com**

Dear **Amitha**,

**Subject: Appointment in the position of  
Associate Software Engineer**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before September 2020

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before September 2020 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

**1. POSITION:**

You will be appointed in the position of **Associate Software Engineer** in TC\_IN\_GDS\_NFS\_DIG\_Campus in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Kochi** office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL - 2743) effective 30 November, 2017 Regd.Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India

**This file is signed using Digital Signature.**



relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

### **3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

### **4. DATE OF JOINING:**

As per our discussion your date of joining will be **05 April, 2021**

Your initial work location will be Fifth floor, Athulya Building, Infopark SEZ, Kakkanad, Kochi, Kerala-682030.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

### **5. PROBATION:**

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

### **6. ANNUAL FIXED COMPENSATION:**

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### **7. TRANSFERABILITY:**

Your initial place of posting shall be at SEZ Unit located at Carnival Infopark SEZ, Phase IV, Kakkanad Village, Kanayannoor Taluk, Ernakulam District, Kerala - 682030. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.



## 8. CONFIDENTIALITY:

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests,



- you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

## **9. INTELLECTUAL PROPERTY:**

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

## **10. LEAVE:**

You will be entitled to a total leave of 31 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **11. PROVIDENT FUND AND GRATUITY PLANS:**

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

## **12. RETIREMENT:**

As per the Firm' extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **13. NOTICE PERIOD; TERMINATION:**

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons

thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.

- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

#### **14. PAST RECORD:**

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

#### **15. RULES AND REGULATIONS:**

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

#### **16. DUAL EMPLOYMENT:**

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

#### **17. PERSONAL DATA:**

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and



professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

#### **18. EMPLOYMENT VERIFICATION :**

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

#### **19. SUBMISSION OF DOCUMENTS:**

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

#### **20. MISCELLANEOUS:**

- a. The following annexures form an integral part of this agreement.
  - a) Annexure A - List of documents to be submitted
  - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.



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- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,  
for **EY Global Delivery Services India LLP**

**Authorized Signatory**

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

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

Name: \_\_\_\_\_

## Annexure A

Dear Amitha,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> <li>Your Pan Card - Mandatory</li> <li>Aadhaar Card - Mandatory</li> <li>Your passport, voters ID, ration card, driving license or ESIC card</li> </ul>	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> <li>▸ Graduation/Post-graduation</li> </ul> <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

**Annexure B**

<b>Name</b>	<b>Amitha Paulose</b>	<b>DOJ</b>	<b>05 April, 2021</b>
<b>Designation</b>	<b>Associate Software Engineer</b>	<b>Service Line</b>	<b>TC_IN_GDS_NFS_DIG_Campus</b>
<b>Rank</b>	<b>44</b>		

<b>COMPONENTS</b>	<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
<b>Fixed compensation</b>	<b>27,778</b>	<b>3,33,333</b>

<b>Benefits (Estimated value)</b>		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,429
Gratuity 4		6,413
<b>Total of Benefits</b>		<b>21,842</b>

**Notes:**

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

<sup>1</sup> You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

<sup>3</sup> Insurance benefits

Benefit Type	Benefit Value	Features
<b>Group Medical Insurance</b>	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
<b>Group Personal Accident Insurance</b>	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
<b>Group Term Life insurance</b>	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

<sup>4</sup> Gratuity will be paid as per provisions under the prevailing regulations.



12 February 2021

**Mr. Akhil Krishnan  
Archana Bhavan  
Kunnamthanam PO  
Mallapally, Pathanamthitta  
Pin: 689581**

Dear Akhil,

Further to your recent discussions with us, we are pleased to appoint you as **Software Engineer in Grade E1** with **RM Education Solutions India Pvt. Ltd (RMESI)**. We are delighted that you have indicated your wish to join us.

The main terms and conditions of your employment are set out in the enclosed Terms and Conditions of Employment.

This offer of employment is subject to:

1. Your acceptance of the terms and conditions of employment contained in the enclosed document;
2. Successful completion of background verification on your education, previous employment and police clearance as is applicable to your role;

Please sign and return one copy of this letter to us indicating your acceptance.

We trust that your knowledge, skills and experience will be valuable to us and we hope you would have a successful career at RMESI.

Should you have any queries with respect to the proposed terms and conditions, please do not hesitate to contact us at 0471-2566105.

for **RM Education Solutions India Private Limited**

**Connell Viegas  
Chief Executive Officer**

**Sanitha Singh  
Chief People Officer**

***Note : Your salary details are confidential to you. You are required not to divulge, communicate in any manner, information pertaining to compensation to anyone. In case of any doubts, please speak to the HR Personnel of RMESI.***



**Mr. AJAYMANUEL**  
Puthoor(H)  
Cheenikuzhy( Po )  
Thodupuzha

**Ref:No: KRAN/NE/2724**  
Date: 15<sup>th</sup> November 2021

## Offer for Employment

Kran Consulting Private Limited hereafter referred to as "Kran" is pleased to offer you (referred also as "Employee" hereinafter) an employment on contract as "**Support Engineer**". The following terms and conditions will govern your employment, on acceptance of the offer.

### 1) Location

You will be posted at Kran's Head office in Thiruvananthapuram, Kerala. You may be asked to travel to project sites in India or abroad based on project requirements. You may be attached to a Client / Associate / Office of Kran as and when required.

### 2) Duties and Responsibilities

You will be exclusively placed in Software Support projects of Kran. Details of your duties will be given on your first day of work. You are required to act according to instructions given by any duly authorized officer of Kran or by the Client.

### 3) Ownership

You will agree that the copyright and any other intellectual property right in documents, designs, software, hardware and related documents and works of authorship created during the period of employment or training and relating to the existing or reasonably foreseeable business interests of Kran belong exclusively to Kran. You will assign to Kran, all rights, titles and any other interest throughout the world, to inventions conceived or made, either solely or jointly with others while an employee of Kran.

### 4) Probation

You will be on probation for a period of 6 Months. After the completion of this period, an evaluation and interview will be conducted to assess your growth and knowledge acquired. Based on the results of the evaluation, a performance based increment will be added to your basic salary. If the result of the evaluation is not satisfactory, your salary will remain the

same. Furthermore, your service may be terminated at any point of time during the probation period if your performance is considered as poor by the organization. No compensation will be paid on such termination.

## 5) Terms of Employment

The employment is for an initial period of 30 months after the Probation Period. Your service may be terminated at any point of time during the employment term with a **notice period of 60 days** or equivalent salary thereof. The option to extend the period lies with Kran and you may accept or decline the extension offer. However, if you wish to leave Kran on your own during the contract period of 36 Months (including probation period), it will be treated as a Breach of Contract, as per Clause 16 below.

## 6) Salary

Your starting CTC (Cost To Company) per month will be **Rs. 12,700/-** (Twelve Thousand and Seven Hundred Only), in addition to Health Insurance for Self, Spouse and Kids. Your starting Take Home Salary (Cash in hand) will be **Rs.10,080/-** (Ten Thousand and Eighty Only) per month, as per below break-up:

<i>All figures are in Indian Rupees</i>	
<b>Components</b>	<b>Per Month</b>
Basic Pay	4,477.00
HRA	1,679.00
Travel Allowance	800.00
Others	4,237.00
<b>Gross Salary (A)</b>	<b>11,193.00</b>
<b><i>Deductions:</i></b>	
Employee Contribution;	
PF	1,021.00
ESI	92.00
Professional Tax	-
TDS	-
Total Deductions (B)	1,113.00
<b>Take Home Salary (C)= (A)-(B)</b>	<b>10,080.00</b>
Employer Contribution;	
PF	1,107.00
ESI	400.00
<b>Total Employer Contribution (D)</b>	<b>1,507.00</b>
<b>Total CTC (E)= (A)+(D)</b>	<b>12,700.00</b>

**\* The profession tax amount of Rs.750/- (as per current rules) will be deducted from the Gross Salary twice in a year.**

***The salary will be reviewed as per the periodic decisions taken by the company from time to time.***

You will also be entitled to Health and Accident Insurance for yourself and immediate family (Spouse & Kids only). *(The insurance will be provided from the next renewal of the policy at the corporate level only).*

**7) Salary Non-Disclosure**

You should keep your Salary information, Benefits as confidential and should not be disclosed for any reason, other than appropriate financial reporting purposes.

**8) Working Hours**

Unless otherwise specified, your working hours will follow the official working hours of Kran (9.30 AM to 06:00 PM, Six days a week).

**9) Leave Eligibility**

You will be eligible for **2.5 days** paid leave a month and this can be availed after one month service with Kran as per the published leave policy of Kran. However, it is the discretion of the employer to grant the leave.

**10) Confidentiality & Non-Disclosure**

You agree to keep confidentiality of all knowledge, know-how, technology and design and shall not disclose such knowledge, know-how, technology and design to third parties during or even after the completion of your service period with Kran. You will not use for yourself or for anyone's benefit such technology, knowledge, know-how and design in any means during or even after leaving the service of Kran. The same obligation shall apply to proprietary / confidential information of clients which you receive in the normal course of employment in Kran. You shall not during or after termination of your employment without the prior written consent of Kran disclose or permit the disclosure of any confidential information obtained in the course of or as a result of this employment, concerning the affairs of Kran, to any person or body not otherwise authorized by law to receive such information.

You shall also take all reasonable precautions in dealing with any information in computer files, documents, papers, or any other media, provided to you by Kran including the aforesaid so as to prevent any unauthorized person from having access to such information documents or papers.

On completion of your employment with Kran, you shall deliver to Kran and / or to the Clients of Kran, all documents papers or copies thereof and property belonging to it or them which are in your possession, custody, or control.

Equipment and facilities are provided to you for the purpose of executing your responsibilities on behalf of Kran. Misuse of computer or other resources that belong to Kran or the Client will result in disciplinary action including termination and/or legal action based on the magnitude of the infringement.

## **11) Other Contractual Matters**

- a) Your employment term shall commence on the date you report for work with Kran.
- b) During your period of contract with Kran, you will not misrepresent any facts about the organization to any other party including the Client.
- c) You will not join a client of Kran, an associate organization of Kran or any other firm which is a direct competitor to Kran involved in similar projects as that of Kran on any assignment for a period of 18 months from the date of leaving the service from Kran. You will inform your future employer explicitly about this condition before joining duty.
- d) You are responsible for notifying the HR in case of any changes in personal information such as home address, telephone etc.
- e) You are expected to wear the ID Card during the Office Hours. However, at client sites, you are expected to follow the rules & regulations of the client.
- f) Monday to Friday, you are expected to attend office in formal wear, whether in Kran or at client site. Unless there is any client meeting, you are permitted to attend office in informal wear on Saturdays.
- g) Background verification: you are required to submit two references from your college / previous employer / present or past employee of Kran. Kindly provide full details in the prescribed form. (Please note that we will be contacting the references through email or phone, and they may be informed accordingly). Your employment will be confirmed only on receipt of a positive response from the references provided by you.
- h) Kran has a zero-tolerance policy when it comes to harassment and mistreatment of an employee. Strict actions will be taken against those who misbehave, harass or mistreat a fellow colleague.

## **12) Part-time Employment and Private Practice**

You shall devote the whole of your time to the employment with Kran. You are not permitted to take up part-time employment or to engage in any trade or to practice privately on own account.

## **13) Rules and Regulations**

You are subjected to all the rules and regulations of Kran on anything not expressly provided herein. You are also subjected to any special regulations of the Client where you may be assigned.

#### **14) Absence without leave**

If you are absent from work for more than 3 consecutive working days without prior leave or reasonable grounds thereof and have not informed Kran about your absence, it shall be deemed to be a breach of contract of service with Kran.

#### **15) Termination of Employment**

If during the period of employment with Kran, the Employee is found guilty of any personal misconduct or of any willful breach and continued neglect of the terms of this agreement or of any other duties or terms Kran may for time-to-time assign; it will be treated as a Breach of Contract. In such a situation the agreement will be terminated, and the employee will be dismissed as per Clause 16. Also accepting Cash or other benefits in any form from our clients or from others for providing support service or other information service will be treated as a Breach of Contract. In such a situation the agreement will be terminated, and the employee dismissed as per Clause 16.

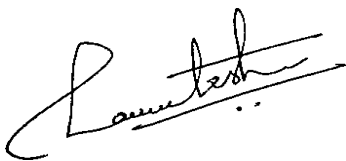
#### **16) Breach of Contract**

In the case of breach of any terms mentioned in this agreement, you will be issued with a Termination Notice on Breach of Contract and no certificate regarding Character, Salary, Experience, relieving nor NOC will be issued.

We look forward to your acceptance of our offer of employment. If you accept the offer, you may sign the “confirmation of acceptance” page in the copy of the offer for employment and return the same to Kran along with the filled-up reference form. This offer is valid on receipt of positive references provided by you.

**You shall report for duty on 17<sup>th</sup> November 2021 (Wednesday).**

This contract of appointment shall take effect from your date of joining.



Lakshmi L  
HR Associate

**CONFIRMATION OF  
ACCEPTANCE**

I,..... have read and fully understood all the terms and Conditions of the Offer for Employment and hereby accept your offer of employment on the terms and conditions contained therein.

Name:

Signature:

Date:



**CANDIDATE REFERENCE-I**

*(The candidate should submit the below form duly filled up on the first day of joining)*

Name: .....

Position Offered: .....

Date of Offer: .....

**To be Filled By the Reference**

Last Institution   Previous Employer   Current Employee-Kran    Previous Employee-Kran

Name		
Designation		
Institution /Organization		
Contact Number		
Email		

**Feedback on the Candidate**

1. Is the Candidate Known to You		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is he / she having a good Character		<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Would you recommend him / her to the position mentioned above		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Any Other Comments

*(No seal is required if the reference is from an Existing or Earlier Employee of Kran)*

Name:

Designation

Institution./ Organization

Date:

Seal:

Signature:

## TO WHOMSOEVER IT MAY CONCERN

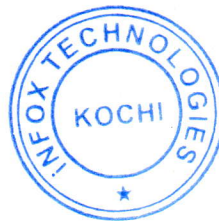
This is to certify that **Mr./Ms. Ajaymanuel** has worked with us as '**Machine Learning Developer**' from **20-11-2020** to **27-06-2021**. During his/her tenure with us, he/she ably handled major responsibilities in all his/her endeavors here. We have found his/her to be a self-started who is motivated, duty-bound, and a highly committed team player with strong conceptual background.

During this time he/she has played his/her part in all the works, he/she was put in to. We wish his/her good luck and success in all his/her future undertaking.

**For iNFOX technologies,**



**Anand**  
HR Manager



(To verify)



# E4U GLOBAL Pvt. Ltd.

*Dream, Believe & Achieve*

www.e4uglobal.com  
e4uglobalbangalore  
e4uglobal@gmail.com  
080 489 03693  
974 0204 084  
984 5510 350

## Offer Letter

30-09-2020

ANNU SAJI

puthenveettil house,

Erattupetta

kerala PIN. 686122

Sub: Job offer

Dear Ms. ANNU SAJI

We are pleased to offer you the position of **PROCESS EXECUTIVE** in our **IT DEPARTMENT** based at **Bangalore**. Your immediate supervisor will be **HASTON GILBERT**. We trust that your knowledge, skills and experience will be among our most valuable assets. As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Monthly gross starting salary of **15000**, which will be eligible to withdraw if the target is achieved or else the package would be vary based on data completion.
- **Incentive:** As per the prevailing company scheme
- The office time should be maintained as per the company rules.

This offer letter is valid till **3-10-2020**. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on successful completion of your 3 months probation period. The joining formalities and induction will be carried out in our **Bangalore office**.

Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) experience/ relieving letters (4) two color passport-size photos, (5) latest salary slip from your previous organization and (6) proof of address.

Sincerely,

JUHAL SIRAJ K

HR manager



SIJEESH P SANKARAN

Director

Candidate name:

Signature:



**E4U GLOBAL Pvt. Ltd.**

No. 5M-405, 2nd floor, Inspira International 2nd Block HRBR, 2nd Stage, Kalyan Nagar, Bangalore - 560043



Scan the QR Code

Hi Ashlin

**We want to welcome you to IQVIA™**

**On behalf of IQVIA, we are pleased to extend an offer of employment for you to join us.**

**Your designation will be Associate Software Developer , You will be based in Kochi location. The date of joining will be on 06<sup>th</sup> Dec 2021.**

IQVIA's talented professionals across the globe help clients create solutions that drive healthcare forward to advance clinical outcomes and commercial performance. Our employees are passionate about channeling their insights, commercial and scientific depth, and executional expertise to help improve health outcomes for patients around the globe.

Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits. Request you to review this and let us know your decision within 2 business days.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

Post your email acceptance and confirmation of the joining date you will receive the offer letter from workday.

---



March 29 2021

**CONGRATULATION ON BEING SELECTED AT BOURNTEC**

Employee Code: 128

**Employee Address:** Kalappurakal(H)  
CMC-29, T.D Road  
Cherthala, Alappuzha  
Pin:688524

Dear Balaji V Shenoi,

Congratulations! I am pleased to offer you the position of Software Trainee with **BOURNTEC GLOBAL SOFTWARE CAPABILITY CENTRE P LTD**, effective 05.04.2021. You need to report at 9:30 AM to complete the joining formalities.

Kindly go through the details mentioned below.

**Acceptance and Commencement**

You are requested to report on **05.04.2021** to complete the joining formalities.

Your appointment will be effective on your joining **05.04.2021**.

You will be on training for a period of four months from the date of joining.

To confirm your acceptance of this offer, you are required to:-

- Respond via email to Email id: sruthy.nair@bourntec.com

Address:

**Bourntec Global Software Capability Centre Pvt Ltd**  
**XII/448- TV Centre, Thanapadam Road off**  
**Seaport Airport Road, Kakkanad,Kochi**  
**PIN :682037**

Please note that it is important to be on time, on arriving late you will not be allowed to join and must reschedule your joining date.

**Head Office:**

XXIV/773, TV Centre  
Thanapadam Road, CEPZ PO,  
Kakkanad, Kochi, Kerala, India – 682037

**Development Center:**

Noel Focus, 4th Floor,  
Seaport Airport Road, Kakkanad,  
Kochi – 682037

**Contact:**

Phone: 0484 2421245  
Email: info@bourntec.com



### **Remuneration**

- Your monthly remuneration will be **20,000/-** Per month. On the completion of training, you shall be paid **25,000/ per** month for the next 6 months' probation period.

### **Training period / Probation**

- You will be on trainee for a period of four months from the date of joining.
- You will continue to be on training until specific order confirming your service.
- After successful completion of your training, you will be considered for six months probation and your terms of employment will be reviewed and will be considered for the regular employment with the organization based on your performance.

**During the training period you can avail one casual leave per month – If absolutely necessary - and you shall not be eligible for any other leave.**

### **Termination of Services**

- During the training period if your performance is found to be non-satisfactory, Company can terminate your service immediately without giving notice or paying in lieu of notice.

### **Checklist**

#### **Documents to be submitted on the Day of Reporting:-**

- At the time of your joining, the following documents in original (for verification only) along with a photocopy of each should be submitted to Bourntec.
1. ID proof – Passport Copy / Election ID / Driving License/Aadhar Card
  2. Secondary / Higher Secondary mark sheet
  3. Degree certificate and mark sheets
  4. Post-graduate degree and mark sheets (if applicable)
  5. PAN Card
  6. Valid Passport
  7. Reliving letter from all your previous employers (if applicable)
  8. Last/latest pay slips from your current employer (if applicable)
  9. Three passport photos in white background ALONG with a soft copy

### **Validity**

- This is only a conditional Offer Letter and not a Letter of Appointment. The Letter of Appointment will be issued to you only upon successful completion of your training.
- Please note that the Offer Letter is valid only if you give us a signed acceptance of your willingness to accept while reporting to office.

Furthermore, the signed and accepted Offer Letter will also become null and void in case you do not report at the date and time specified in this letter.

#### **Head Office:**

XXIV/773, T.V Centre  
Thanapadam Road, CEPZ P.O,  
Kakkanad, Kochi, Kerala, India – 682037

#### **Development Center:**

Noel Focus, 4th Floor,  
Seaport Airport Road, Kakkanad,  
Kochi – 682037

#### **Contact:**

Phone: 0484 2421245  
Email: info@bourntec.com

To indicate your acceptance of this offer please sign the original of this letter and return it to us indicating the date from which you are available.

If you have any queries, please do not hesitate to contact undersigned person.

Looking forward to meet you at Bourntec!

Thanking you

Yours faithfully

For **BOURNTEC GLOBAL SOFTWARE CAPABILITY CENTRE P LTD**



**Jacob Rajan Chowallur**  
**Managing Director**

**Head Office:**

XXIV/773, TV Centre  
Thanapadam Road, CEPZ P.O,  
Kakkanad, Kochi, Kerala, India – 682037

**Development Center:**

Noel Focus, 4th Floor,  
Seaport Airport Road, Kakkanad,  
Kochi – 682037

**Contact:**

Phone: 0484 2421245  
Email: [info@bourntec.com](mailto:info@bourntec.com)



**ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS**

**I agree that I have read, understand and accept employment with BOURNTEC GLOBAL SOFTWARE CAPABILITY CENTRE P LTD, under the terms and conditions stated above**

Signature ..... *Balaji She* .....

Printed Name..... *Balaji V. Shenoi* .....

Date .. *31-03-21* .....

**Head Office:**

XXIV/773, TV Centre  
Thanapadam Road, CEPZ P.O,  
Kakkanad, Kochi, Kerala, India - 682037

**Development Center:**

Noel Focus, 4th Floor,  
Seaport Airport Road, Kakkanad,  
Kochi - 682037

**Contact:**

Phone: 0484 2421245  
Email: info@bourntec.com





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## Datamatica\_Training

2 messages

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**HR@Datamatica** <hr@datamatica.uk>

Mon, 19 Jul, 2021 at 4:31 pm

To: irdivyyaa@gmail.com <irdivyyaa@gmail.com>, aravindr98.ar@gmail.com <aravindr98.ar@gmail.com>, akhilmnair5656@gmail.com <akhilmnair5656@gmail.com>, harikrish6374@gmail.com <harikrish6374@gmail.com>, ashishphilip1001@gmail.com <ashishphilip1001@gmail.com>  
Cc: Prasanth A. P. <prasantha@data-matica.com>, Siby P. Panicker <sibyp@datamatica.uk>, Tinu Babu <tinub@datamatica.uk>, Neena Tharakan <neenat@datamatica.uk>, Veena Vijayan <veenav@datamatica.uk>

Hi,

Greetings from DATAMATICA !!

Happy to inform that you have been shortlisted for the training program. We are starting the online session by Wednesday (21-07-2021) and the exact date for offline training will be informed soon.

All the trainees are requested to attend the Microsoft Teams meeting on Wednesday at 10 AM. Link to join the meeting will be provided to the Email ID. For any reason if you shall not be able to attend this meeting, please inform the same to [hr@datamatica.uk](mailto:hr@datamatica.uk) or by calling me directly at 9400489000. Please do the clarifications before joining the training session.

"Kindly acknowledge this email upon receipt."

**Thanks & Regards**

**ARCHANA PURUSHOTHAMAN**

**HR Manager**

**DATAMATICA**

**M** : 0091 94004 89000

**T** : 0091 471 4070078

**E** : [hr@datamatica.uk](mailto:hr@datamatica.uk)

**W** : [www.data-matica.com](http://www.data-matica.com)

**India** : TC 1/22, Ulloor, MC P.O, Trivandrum - 695011, Kerala, India.

**UK** : Lincoln Road, High Wycombe, Bucks HP12 3RQ.

***DIGITAL PEN AND PAPER EDC***

Please don't print this e-mail unless you really need to.

*The information in this e-mail and in any attachment is confidential property, and is intended solely for the attention and use of the named addressee(s). The information may be subject to legal, professional or other applicable privileges and any unauthorized use, disclosure, or copying of it is strictly prohibited and may be unlawful. If you received this communication in error, please notify me immediately by return e-mail and destroy this communication and all copies thereof.*

---

**Ashish Philip** <ashishphilip1001@gmail.com>

Mon, 19 Jul, 2021 at 5:25 pm

To: hr@datamatica.uk

Email received

Thankyou,

Ashish Philip

[Quoted text hidden]

10-11-2020

**Sub: Letter of Appoinment**

Ashik Paily,  
Pazhukkathara(h),  
Kanjirappuzha,  
Muthukurussi(po),  
Palakkad.

Dear Ashik Paily,

I am pleased to inform you that iNFOX Technologies offering you an appointment as Software Developer by virtue of the Interview and further discussions with us, effective from 20/11/2020 on the following terms and conditions:

1. Your Salary will be fixed based on your performance only.
2. You will be under probation for six months with no salary /stipend from the date of appointment and on your services during the said probation period being found satisfactory, the Company may consider you for confirmation in the said post.
3. Your normal working hours' will 37.5hours'per week, shift may vary, to be worked Monday to Friday. If company suggests at times, you are requested to work on holidays also.
4. You are entitled for 12 days leave for each 12 months continued service.
5. If company suggests at times, you are requested to relocate to other job locations also.
6. The notice period for resigning from the job is 2 months, on your relieve, you have to complete and submit all the assigned work properly, unless you have to pay the compensation.
7. The Company has the rights to terminate you from the job immediately at any time for genuine reasons like misbehaviour, malpractices, spy works, lack of performances in work, illegal activities and so on.

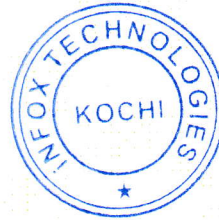
We look forward to you having a long and fruitful relationship with iNFOX Technologies.

For iNFOX TECHNOLOGIES

Yours' Sincerely



HR MANAGER



Ashik Paily

12 February 2021

**Mr. Akhil Krishnan  
Archana Bhavan  
Kunnamthanam PO  
Mallapally, Pathanamthitta  
Pin: 689581**

Dear Akhil,

Further to your recent discussions with us, we are pleased to appoint you as **Software Engineer in Grade E1** with **RM Education Solutions India Pvt. Ltd (RMESI)**. We are delighted that you have indicated your wish to join us.

The main terms and conditions of your employment are set out in the enclosed Terms and Conditions of Employment.

This offer of employment is subject to:

1. Your acceptance of the terms and conditions of employment contained in the enclosed document;
2. Successful completion of background verification on your education, previous employment and police clearance as is applicable to your role;

Please sign and return one copy of this letter to us indicating your acceptance.

We trust that your knowledge, skills and experience will be valuable to us and we hope you would have a successful career at RMESI.

Should you have any queries with respect to the proposed terms and conditions, please do not hesitate to contact us at 0471-2566105.

for **RM Education Solutions India Private Limited**

**Connell Viegas  
Chief Executive Officer**

**Sanitha Singh  
Chief People Officer**

***Note : Your salary details are confidential to you. You are required not to divulge, communicate in any manner, information pertaining to compensation to anyone. In case of any doubts, please speak to the HR Personnel of RMESI.***





## Otis Global Services Center Private Limited

(Formerly Farm Springs Services Center(India) Pvt Ltd)

Regd Office Block G&H (Tulip), 8th Floor, Embassy Tech Village,  
Marathahalli - Sarjapura Outer Ring Road, Devarabisanahalli, Bengaluru 560103,  
CIN No: U74999KA2017FTC107731

**Dear AKSHAY VENUGOPAL**

Greetings from Otis Global Services Center PVT LTD

Congratulations! We are glad to inform that you have been selected for the post of " **Technical Support Engineer**" at **BANGALORE**. You are advised to report to duty on or before **01-11-2021**. Your remuneration particulars are mentioned below. You will report to **SYAMKUMAR SG**, at our **BANGALORE** office functionally and administratively.

<b>COMPONENTS</b>	<b>AMOUNT PER MONTH</b>	<b>AMOUNT PER ANNUM</b>
<b>MONTHLY</b>		
Basic	12,747	1,52,964
HRA	3,799	45,588
Bonus	1,504	18,048
<b>Gross</b>	<b>18,050</b>	<b>2,16,600</b>
<b>STATUTORY</b>		
ESI	857	10,284
Gratuity	613	7,356
Provident Fund	1,530	18,360
<b>Total Statutory</b>	<b>3,000</b>	<b>36,000</b>
<b>CTC</b>	<b>21,050</b>	<b>2,52,600</b>
<b>DEDUCTION</b>		
ESI	316	3,792
Provident Fund	1,530	18,360
Professional Tax	200	2,400
<b>Total Deduction</b>	<b>2,046</b>	<b>24,552</b>
<b>Net pay</b>	<b>16,004</b>	<b>1,92,048</b>



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Marathahalli - Sarjapura Outer Ring Road, Devarabisanahalli, Bengaluru 560103,  
CIN No: U74999KA2017FTC107731

Please send the clear scanned copy of the following documents to [hrdocuments@Otis.com](mailto:hrdocuments@Otis.com) and carry the hard copy to office on your Date of Joining to enable upload in the employee portal. The below documents are required.

1. Photo ID proof & Address Proof e.g., Pan Card/Passport/Voter ID/Aadhar Card/Bank Passbook with photo/Driving License
2. Educational Document – All certificates specified in resume.
3. Relieving & Service Letter (If already employed)
4. 1 Passport & 1 stamp Size Photograph
5. Bank Account No. held with any bank along with proof document viz., a "cancelled cheque Leaf" "or" "copy of bank passbook" providing information of IFSC Code, Branch Name and A/c No.). Otis's preferred bankers for salary accounts are **HDFC Bank or ICICI Bank**. If you do not possess an account with either of these two banks, please coordinate with our payroll team and ensure account opening within one month of joining Otis for smooth salary transfer process.

Kindly note that this is only a Pre-Recruitment offer letter and should not be construed as letter of appointment from Otis. A formal appointment letter will be issued on your date of joining and upon satisfactory completion of the joining formalities.

We welcome you to be part of the close-knit team of our company and request you to acknowledge by replying to this mail as a token of your acceptance of the terms and conditions contained herein within **48 hours** of receiving the same. Please specify your proposed date of joining at Otis to enable us to plan your induction into the Otis Family



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka , India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

19 March, 2021

**Ms Amitha Paulose**  
**Vavakkuzhiyil House,**  
**Mattakkara,**  
**Kottayam,**  
**Kerala - 686564**

**Contact No: +91 7560954687**  
**Email: amithapaulose13@gmail.com**

Dear **Amitha**,

**Subject: Appointment in the position of  
Associate Software Engineer**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "**EY Global Delivery Services India LLP**" (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before September 2020

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before September 2020 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

**1. POSITION:**

You will be appointed in the position of **Associate Software Engineer** in TC\_IN\_GDS\_NFS\_DIG\_Campus in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Kochi** office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters



relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

### **3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

### **4. DATE OF JOINING:**

As per our discussion your date of joining will be **05 April, 2021**

Your initial work location will be Fifth floor, Athulya Building, Infopark SEZ, Kakkanad, Kochi, Kerala-682030.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

### **5. PROBATION:**

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.

During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

### **6. ANNUAL FIXED COMPENSATION:**

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### **7. TRANSFERABILITY:**

Your initial place of posting shall be at SEZ Unit located at Carnival Infopark SEZ, Phase IV, Kakkanad Village, Kanayannoor Taluk, Ernakulam District, Kerala - 682030. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.



## 8. CONFIDENTIALITY:

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests,



- you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

## **9. INTELLECTUAL PROPERTY:**

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

## **10. LEAVE:**

You will be entitled to a total leave of 31 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **11. PROVIDENT FUND AND GRATUITY PLANS:**

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

## **12. RETIREMENT:**

As per the Firm' extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **13. NOTICE PERIOD; TERMINATION:**

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons

thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.

- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

#### **14. PAST RECORD:**

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

#### **15. RULES AND REGULATIONS:**

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

#### **16. DUAL EMPLOYMENT:**

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

#### **17. PERSONAL DATA:**

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and



professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

#### **18. EMPLOYMENT VERIFICATION :**

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

#### **19. SUBMISSION OF DOCUMENTS:**

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

#### **20. MISCELLANEOUS:**

- a. The following annexures form an integral part of this agreement.
  - a) Annexure A - List of documents to be submitted
  - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.



Building a better  
working world

- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,  
for **EY Global Delivery Services India LLP**

**Authorized Signatory**

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

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

Name: \_\_\_\_\_

**Annexure A**

Dear Amitha,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> <li>• Your Pan Card - Mandatory</li> <li>• Aadhaar Card - Mandatory</li> <li>• Your passport, voters ID, ration card, driving license or ESIC card</li> </ul>	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> <li>▸ Graduation/Post-graduation</li> </ul> <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

**Annexure B**

<b>Name</b>	<b>Amitha Paulose</b>	<b>DOJ</b>	<b>05 April, 2021</b>
<b>Designation</b>	<b>Associate Software Engineer</b>	<b>Service Line</b>	<b>TC_IN_GDS_NFS_DIG_Campus</b>
<b>Rank</b>	<b>44</b>		

<b>COMPONENTS</b>	<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
<b>Fixed compensation</b>	<b>27,778</b>	<b>3,33,333</b>

<b>Benefits (Estimated value)</b>		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,429
Gratuity 4		6,413
<b>Total of Benefits</b>		<b>21,842</b>

**Notes:**

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

<sup>1</sup> You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

<sup>3</sup> Insurance benefits

Benefit Type	Benefit Value	Features
<b>Group Medical Insurance</b>	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
<b>Group Personal Accident Insurance</b>	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
<b>Group Term Life insurance</b>	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

<sup>4</sup> Gratuity will be paid as per provisions under the prevailing regulations.



Ms. Aryamol K S  
Kanjaraavayalil House  
Nedumkandam P O  
Nedumkandam  
Idukki-685553  
Kerala  
India  
Ph:(91) 9400351581

March 15, 2021

Dear Aryamol,

Welcome to Satway Infosystems Pvt. Ltd. Congratulations! We are delighted to make you an offer as a role of **Full Stack Python Developer** in Satway Infosystems Pvt. Ltd.

At Satway, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**KRISHNAPRASAD K S**

**Head Human Resources – Satway Infosystems Pvt. Ltd.**

**Satway Infosystems Pvt.Ltd.**

16/324A, 1<sup>st</sup> Floor, , Thekkath Arcade

Karukutty, Angamaly, Ernakulam - 683 576

+91 7902 686 989, +91 9567 200 400

[www.satway.in](http://www.satway.in) [info@satway.in](mailto:info@satway.in)

**Here are the terms and conditions of our offer:**

**Joining date**

Your scheduled date of employment with us will be March 3, 2021.

**Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and also with the performance.

**Notice period**

If your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

**Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Satway Infosystems. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

**Salary**

Your Total Gross Salary will be **INR 13, 000** per month.

We welcome you to the Satway family and wish you a rewarding career over the years to come.

Yours sincerely,

**KRISHNAPRASAD K S**  
**Head Human Resources – Satway Infosystems Pvt. Ltd.**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name



# ZANTA GROUP INC

kerala | Maldives | Dubai | europe | america

*You're in good hands*

Hi ANANDU SHIMON! We're thrilled that you'd like to join us here at zanta recruitment solution .We've now got your application that you sent us about ( Digital marketing social media promoter position ]. After careful consideration, I'm pleased to announce that we've decided to offer you the position of a [ Digital marketing social media promoter position in the kochi zanta team. And we excited to inform you. we'll be in touch with you shortly. Keep in touch on Whatsapp and phone. Sign and resent agreement.

Our hiring team was positively excited to meet and get to know you over the past few days. It is my pleasure to offer you a position at [Zanta Group] in the role of [digital marketing social media promoter position]. You will be reporting to the Head of our [Zanta hr head] team which belongs in the [human resource management department.Your expected starting date is the [october 3].

[zantagroup inc] uses a 90 day probation time frame for new employees. This time frame lets you assess your readiness for the position as well as allows us to determine your ability to do the job. You will be provided an employee handbook, documentation, training and performance feedback during that time frame as part of your on-boarding. At the end of the probationary period, if we have confirmed that you are able to meet all job requirements, you will be eligible to receive all normal and customary benefits offered to regular full time zanta employees as outlined in the employee handbook

We will be offering you the following compensation and benefits:Annual gross salary of [1,80,000 Rs] (12 monthly wages per year) Private health and dental insurance plan, yearly salary hike ,(working hours - 9 hours duty)

subject to management approval Eligibility for any additional employee benefits that the company may provide in the future

This offer is valid until the [october 20]. To accept the offer, simply hit reply on the email that contained this offer letter and confirm that you agree with the proposed terms. If you prefer to accept the offer by phone, feel free to call [Zanta group] on [+91 7025933402 , 6282628955]. We are looking forward to having you in our team and to seeing you achieve great things at [zanta group].

Sincerely,



zanta Group  
human resources team

For inquiries, reach us at:

Standard Chartered TowerEmaar Square - Downtown  
Dubai - Dubai - United Arab Emirates

Tka tower Cheranallur Rd, Bypass Junction,  
Ponekkara, Edappally, Kochi, Kerala 682024S

101 Jefferson Dr, Menlo Park, CA 94025, USA

[www.zantagroup.com](http://www.zantagroup.com)

Email: [hello@zantagroup.com](mailto:hello@zantagroup.com)

Phone: +91 7025974921

Dear Bibin,

Good day to you.

Congratulations on your appointment and warm welcome to you as a new member of Poornam Info Vision. You were chosen to be part of our organization because we believe you can contribute to our success and share our commitment to achieving our goals. Your role is essential to fulfill our mission for the people who trust and respect us - we are committed to incredible value, quality and unparalleled client service in all aspects.

We recognize that the caliber and commitment of all our staff are the foundations in which our excellence is built, and as your employer we are committed to supporting your continuing development.

Consider this as the provisional offer of appointment as Jr. Software Engineer - Trainee. The formal appointment letter with terms and conditions will be given at the time of joining.

You are requested to join on 08th April, 2021. Please send back an acknowledgement mail confirming your joining

Thanks for your time, and welcome once again. We look forward to a long and mutually beneficial relationship !

Detailed salary annexure has been attached herewith. Also please read out the terms and conditions attached and acknowledge that you accept the same.



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka , India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

**19 March, 2021**

**Ms Akhila S  
Anandu Nivas,  
Pathamuttom P O,  
Kottayam,  
Kerala - 686532**

**Contact No: +91 9567304005  
Email: akhilasanthosh33@gmail.com**

Dear Akhila,

**Subject: Appointment in the position of  
Associate Software Engineer**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before September 2020

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before September 2020 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

**1. POSITION:**

You will be appointed in the position of **Associate Software Engineer** in TC\_IN\_GDS\_NFS\_DIG\_Campus in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Kochi** office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters



relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

### **3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

### **4. DATE OF JOINING:**

As per our discussion your date of joining will be **05 April, 2021**

Your initial work location will be Fifth floor, Athulya Building, Infopark SEZ, Kakkanad, Kochi, Kerala-682030.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

### **5. PROBATION:**

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.

During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

### **6. ANNUAL FIXED COMPENSATION:**

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### **7. TRANSFERABILITY:**

Your initial place of posting shall be at SEZ Unit located at Carnival Infopark SEZ, Phase IV, Kakkanad Village, Kanayannoor Taluk, Ernakulam District, Kerala - 682030. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.

## 8. CONFIDENTIALITY:

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests,



you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

## **9. INTELLECTUAL PROPERTY:**

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

## **10. LEAVE:**

You will be entitled to a total leave of 31 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **11. PROVIDENT FUND AND GRATUITY PLANS:**

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

## **12. RETIREMENT:**

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **13. NOTICE PERIOD; TERMINATION:**

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons



thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.

- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

#### **14. PAST RECORD:**

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

#### **15. RULES AND REGULATIONS:**

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

#### **16. DUAL EMPLOYMENT:**

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

#### **17. PERSONAL DATA:**

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and



professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

#### **18. EMPLOYMENT VERIFICATION :**

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

#### **19. SUBMISSION OF DOCUMENTS:**

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

#### **20. MISCELLANEOUS:**

- a. The following annexures form an integral part of this agreement.
  - a) Annexure A - List of documents to be submitted
  - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.



Building a better  
working world

- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,  
for **EY Global Delivery Services India LLP**

**Authorized Signatory**

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

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

Name: \_\_\_\_\_

**Annexure A**

Dear Akhila,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

<b>SN</b>	<b>Documents to be submitted on the Date of Joining</b>	<b>Tick Y/N</b>
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> <li>• Your Pan Card - Mandatory</li> <li>• Aadhaar Card - Mandatory</li> <li>• Your passport, voters ID, ration card, driving license or ESIC card</li> </ul>	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> <li>▸ Graduation/Post-graduation</li> </ul> <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

**Annexure B**

<b>Name</b>	<b>Akhila S</b>	<b>DOJ</b>	<b>05 April, 2021</b>
<b>Designation</b>	<b>Associate Software Engineer</b>	<b>Service Line</b>	<b>TC_IN_GDS_NFS_DIG_Campus</b>
<b>Rank</b>	<b>44</b>		

<b>COMPONENTS</b>	<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
<b>Fixed compensation</b>	<b>27,778</b>	<b>3,33,333</b>

<b>Benefits (Estimated value)</b>		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,429
Gratuity 4		6,413
<b>Total of Benefits</b>		<b>21,842</b>

**Notes:**

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

<sup>1</sup> You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

<sup>3</sup> Insurance benefits

Benefit Type	Benefit Value	Features
<b>Group Medical Insurance</b>	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
<b>Group Personal Accident Insurance</b>	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
<b>Group Term Life insurance</b>	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

<sup>4</sup> Gratuity will be paid as per provisions under the prevailing regulations.



Date: 28/09/2020

Name: Subin B Thomas

Address:

Puthenveedu,

Charamangalam

Muhamma P. O

Alappuzha

688525

Contact No: +91 95395 49225

Email: Subinbthomas5@gmail.com

Dear Mr. Subin B Thomas

**Subject: Employment offer for the position of Software Engineer Trainee**

With reference to your application and the subsequent interview you had with us, we are pleased to make this offer to you for the above said position in "Threestops Private Limited" subject to the following terms and conditions:

**1. POSITION:**

You will be offered the position of **Jr. Software Engineer Trainee** in the Company. While serving the Company in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Company at Ernakulam office.

**2. DUTIES AND CODE OF CONDUCT:**

You will perform duties and services as required In relation to the affairs of the Company as may be assigned to you from time to time. During the term of your employment with the Company, you shall (a) faithfully and diligently perform your duties in compliance with established policies and procedures, (b) use your best endeavours to protect and promote the business interest of the Company, (c) devote your full time, attention and efforts to serve the Company, and (d) not directly



or indirectly engage or be interested in any activity, which competes with the Company or conflicts with your duties to the Company.

You will be bound by the Company's Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies etc , were part of this contract of appointment. . '

Without prejudice to the generality of the foregoing, you shall at all times comply with the Company's policies and procedures (as may be intimated from time to time on the Company's Internal home page or through Company newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of Insider trading and prevention of sexual harassment.

### **3. WORKING HOURS:**

Your standard working hours will be 9.00AM to 5 PM, Monday through Friday. You shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your Job so requires.

### **4. DATE OF JOINING:**

As per our discussion you will report to the Company on 02 November 2020 at Ernakulam office. Due to the Covid Pandemic, your onboarding process will be made online.

### **5. PROBATION:**

You shall be on probation for a period of Three months from the date of joining the Company. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.

During the Three months probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance to the policy of the company.

Please note that a confirmation letter/notification will not be issued to you upon completion of the Three month probationary period.

### **6. ANNUAL COST TO COMPANY (CTC):**

You shall be paid an annual CTC of INR 96000/- per annum. The annual CTC will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual CTC will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Company's policy maintaining the strictest





confidentiality of your compensation information and not disclose such information to any other person within the Company.

**7. TRANSFERABILITY:**

Your initial place of posting will be at Ernakulam. The Company reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Company.

**8. CONFIDENTIALITY:****Use of Company's name:**

You shall use the Company name, logos, trademarks or other identifiers strictly in the manner permitted by the Company policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Company, you shall not use the Company's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Company's name solely to describe your former association with the Company subject to the confidentiality obligations which the Company might have undertaken in relation to any of its clients/customers/users, vendors or other Company personnel.

**Information:**

You shall keep and maintain strict confidentiality of all information and data that may come to your possession or knowledge by virtue of your employment with the Company and shall not disclose or divulge any such information or data, without prior written consent of an authorised officer of the Company, except as required in normal course of the work. For the purposes of this clause 'Confidential information' means information about the Company's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Company its client/customer/user lists, employment policies, personnel, and information about the Company's products services, processes including Ideas, concepts, projections, technology, manuals, drawing designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts thought leadership papers, and all papers, resumes, records and other documents containing such confidential information, whether such information was disclosed to or accessed by you prior to or after the date hereof.

You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise how so ever. At no time will you remove any confidential information from the Company's offices without the permission of your reporting manager and/or an authorised officer of the Company save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Company and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means -



electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Company or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

Upon termination of your employment, you will immediately return and surrender to the Company, all data, Information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, Information or material containing or reflecting Confidential Information In the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Company requests, you shall also confirm in writing to the Company that you have complied with this clause. The Company reserves the right to alter the confidentiality agreement from time to time, as and when required.

You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Company which will not be adequately compensable In monetary damages, that the Company will have no adequate remedy at law therefor, and that the Company may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Company against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Company in enforcing the provisions of this contract of employment. In addition the Company will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or (iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.

Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Company.

#### **9. INTELLECTUAL PROPERTY:**

All intellectual property rights in any work or material developed by you solely or jointly with others during the course of your employment shall be deemed to be 'work for hire' and hence, shall belong to and be the property of the Company. You shall assign and transfer in favour of the Company all intellectual property rights in such works or materials and shall execute such deeds and documents, as the Company may require, to effectually vesting in the Company any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual properties or rights of any other parties (including prior employers).

#### **10. LEAVE:**



You will be entitled to a total leave of 12 days for each completed year of service, in accordance with the leave rules of the Company. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

**11. PROVIDENT FUND AND GRATUITY PLANS:**

You will participate in the Company's Provident Fund, and Gratuity Plans as may be applicable In the Company as per the Payment of Gratuity Act, 1972.

**12. RETIREMENT:**

As per the company's extant policy, retirement age of the employee is 60 years. The Company reserves the right to alter the policy from time to time and the policy In effect for the time being shall be applicable to you.

**13. NOTICE PERIOD; TERMINATION:**

a) During the probation or extended probation period, either the Company or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual CTC before Variable Performance Bonus (VPB), In lieu of notice, to the other party, subject to the release date being approved by the Company. The Company reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual CTC before Variable Performance Bonus (VPB), In lieu of the notice period.

b) After confirmation of your service at the Company, the contract of employment Is terminable by either the Company or by you, by giving three months' notice In writing to the other, without assigning any reasons thereof. The Company reserves the right to pay or recover from you, two month's salary which is based on annual CTC before Variable Performance Bonus (VPB), in lieu of the notice period, subject to the release date being approved by the Company

c) If termination is initiated by you, the Company may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The company will agree to the release date and salary payment In lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, falling which the Company shall be authorized to withhold/forfeit your dues.

d) The Company may also terminate/suspend your services at Its discretion at any time without giving any notice or amount in lieu of notice Immediately If It has been alleged and prima facie established through preliminary Internal enquiry (to be completed within 30 days of date on which the said allegation has been first notified to your reporting manager save and except delayed due to events beyond control) that you have committed (I) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" Includes crimes having an Inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society In general such as rape, forgery, theft,



solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation.

e) The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of Joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time Immediately upon written notice to you.

**14. PAST RECORD:**

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

**15. RULES AND REGULATIONS:**

You shall abide by the Rules and Regulations of the Company in effect from time to time or as the Company may communicate from time to time.

**16. DUAL EMPLOYMENT:**

You will be in the exclusive employment of the Company. During your employment with the Company, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Company, engage directly or indirectly in any other business, profession, and occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

**17. PERSONAL DATA:**

During the course of your employment with the Company, you may provide the Company with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial Information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health Information, and medical records and history (your "Personal Data"). You acknowledge that the Company may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Company's policies, to facilitate the conduct of the Company's business, to conduct background checks, check conflicts or maintain Independence, finance and accounting purposes or for quality and risk management purposes. The Company will Process your Personal Data In accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data In the manner described above, whether by the Company or any service provider on the Company's behalf.

**18. POST EMPLOYMENT VERIFICATION:**



Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Company, from time to time. The verification will include authentication of any factual or historical Information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration. If any Information provided by you to the Company proves to be false or If you are found to have wilfully withheld any information, you may be discharged from the services of the Company, without any notice or compensation.

**19. SUBMISSION OF DOCUMENTS:**

You will be expected to submit relevant documents at the time of Joining the Company. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Company reserves the right to withdraw this contract of employment without any prior notice.

**20. MISCELLANEOUS:**

- a) Previous employment: You represent and warrant to the Company that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Company.
- b) Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Company's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the Jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Company's exclusive discretion.
- c) Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing contract of employment between the Company and you relating generally to the same subject matter. It may not be modified or terminated, In whole or part, except In writing signed by an authorized representative of the Company. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.



- e) Severability: If any provision contained in this contract of employment is held to be Invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or Invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f) Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g) Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute In relation to this contract of employment the decision of the management of the Company shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and submitting the same to us for the Company's records.

Thanking you.

Yours faithfully.

For **THREESTOPS PRIVATE LIMITED**

Authorized Signatory

Renjith Abraham Thomas

I hereby accept the offer and terms and conditions of employment set forth above.

Signed:

Date:

Name: Mr.Subin B Thomas



## **OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT**

Rahul R  
No 31 4th cross  
Bengaluru-32 –  
IN

Dear Rahul,

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 Offer cum Appointment Letter for Fixed-Term Employment (hereinafter the "Offer cum Appointment Letter") the position of **Transaction Risk Investigator** at **Bangalore**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **2 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your fixed-term employment with Amazon India will commence on **28-Dec-2020** and shall end as per the provisions contained in Section 14 herein below.

### **2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either

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REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road,  
Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :  
U72200KA2004FTC034233

(a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

### 3. Duties

- 3.1 You will be employed in the position of **Transaction Risk Investigator**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job 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.
- 3.2 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 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.
- 3.3 You acknowledge that during the course of your fixed-term employment, 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.
- 3.4 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.

### 4. 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 employment and when there is a change. You may be required to work in shifts for different work hours 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 employment, 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.

## 5. Place of Work

Your initial place of work will be at Amazon India's 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.

Moreover, 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.

## 6. Remuneration

- 6.1 Your Annual Base Pay will be Rs.**290,000** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked.
- 6.2 Amazon India has the right to deduct from your pay/salary 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 Offer cum Appointment Letter/Amazon India's Policies , or your failure to return Amazon India's property.

- 6.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures.

## **7. Contribution to Employees' Provident Fund**

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees' Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

## **8. Leave**

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

## **9. Confidential Information and Confidentiality Obligations**

9.1 “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 ventures, 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 employment 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 employment 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 employment 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 employment 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 employment 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.

## 9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment 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 employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment 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.

- (2) During the course of your employment 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 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment 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.

## 10. Intellectual Property Rights

10.1 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. 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:

- (1) 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;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the employee or Company may hereafter make or develop;
- (3) 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;

- (4) 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
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

- 10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, 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.
- 10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment 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.
- 10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment 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.
- 10.5 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.

## 11. Non-Solicitation



- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

## **12. Employee Data Protection**

- 12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee 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.

## **13. Exclusivity of Services**

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, 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.

## **14. Termination of Employment**

- 14.1 Your employment with Amazon India shall automatically end on **28-Dec-2021** unless terminated earlier as per the provisions of this Section.

- 14.2 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 14.3 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
  - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
  - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
  - (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
  - (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
  - (vi) commit any act detrimental to the interest of Amazon India;
  - (vii) abstain from work for seven consecutive days without informing Amazon India
- 14.4 On the expiry or sooner termination of your employment 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, including any Confidential Information and Intellectual Property Rights, 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.

## **15. Employee Benefits**

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India’s Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

## **16. New Hire Background Investigation**

- 16.1 It is Amazon India’s policy to investigate all its new hires. Your fixed-term employment 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.
- 16.2 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.
- 16.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.
- 16.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 12 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

## **17. Foreign Nationals**

- 17.1 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 employment with Amazon India.

- 17.2 You are also required to ensure all future correspondence and permissions for continued stay and employment 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.
- 17.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

**18. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 18.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 18.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 18.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer);
- 18.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 18.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 18.6 You are aware that your employment is only for a limited, fixed duration and that you will not have the right, nor will you make a claim, to be inducted as permanent employee with Amazon India.
- 18.7 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations

specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

**19. 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 to your Primary Work Location or by 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.

**20. Waiver**

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment 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 Offer cum Appointment Letter.

**21. Severability**

The holding of any provision of this Offer cum Appointment 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.

**22. Assignment**

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a

subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

**23. Employer – Employee Relationship**

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

**24. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures 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 Offer cum Appointment 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.

**25. Authorization to Notify New Employer**

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

**26. Governing Law and Jurisdiction**

Your employment, and any disputes which may arise under, out of, or in connection with your employment, 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.

**27. Agreement/Modifications**

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, 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.

**28. Headings**

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

**29. Survival**

Your obligations under Sections 8, 9, 11, 13, 19, 20, 21, 23, 24, 25 and this Section 28 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment 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 employment.

For and on behalf of Amazon Development Centre (India) Private Limited

**AUTHORIZATION**

By

Signed by: Himanshu Ojha  
Date: 2020.12.15 08:40:49 +05:30  
Location: India

**ACCEPTANCE**

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.



## ClaySys Technologies Pvt Ltd (ClaySys/Company) - Employment Offer and Agreement

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Date: 18<sup>th</sup> June, 2021.

Pretty Sara Fredy  
Grace Cottage  
Kizhakkedathu (H)  
Vadavathoor P.O  
Kottayam, Pincode-686010  
Kerala, India

Dear Pretty,

We are pleased to offer you the position of **'Software Engineer (L1)'** Attached are the specific terms and conditions of our offer – please read these important details carefully, including your compensation detailed on page 5.

### **Acceptance and Commencement**

Your appointment will be effective on your joining date on **21<sup>st</sup> June, 2021**. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Respond via email to [hr@claysys.com](mailto:hr@claysys.com) or present an Acceptance letter at the ClaySys office, to communicate acceptance of the offer and to confirm your joining date. Please note that if you do not respond with your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be sent to [hr@claysys.com](mailto:hr@claysys.com) at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above. On the joining date at 10:00 a.m., please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date. On your joining date, please bring (i) the original and 1 photocopy of this letter duly signed and dated by you; (ii) 3 self photographs (passport sized, color photos with a white background), (iii) the originals and 2 sets of photocopies of the following documents:
  - Education degree certificate. Photocopies should include both front and back sides of certificate.
  - Relieving letter or resignation acceptance letter from your most recent employer.
  - Proof of identity. Bring 2 sets of photocopies of the following documents: passport, driving license, aadhar card, voter's identification card and PAN card.
  - If you have stated in your application to ClaySys that you are differently abled, please bring the disability certificate as per the prescribed format, duly filed & signed.

**\* Please note that all of the above documents are mandatory and you will not be allowed to join without them.**

**The other terms and conditions of the offer are as follows:**

1. Your posting will be in ClaySys at **Kochi Infopark/Cherthala Infopark, Kerala**, You will be under training for one month at our Cochin Office. You could be asked to relocate at any time. Your services will be transferable and you may be assigned to any office of ClaySys, a subsidiary, or associate company. In such case, you will be governed by the policies of that location.
2. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
3. Your designation may be changed at the discretion of the Company depending on the work assigned to you.
4. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
5. If you are absent for a continuous period of 3 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
6. You will be on probation until your successful completion of the probationary period is confirmed. The probation period is [10] months and may be extended at your manager's discretion. At any time during this period, either you or the Company may terminate your service by giving 30 days notice.
7. Upon completion of probation period and confirmation as a regular employee, you may terminate your service at any time by giving 60 days notice and the company may terminate your service at any time by giving 60 days notice.
8. You will retire from the services of the Company on attaining the age of superannuation [58 years].
9. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
10. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
11. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

## ClaySys Technologies Pvt Ltd (ClaySys/Company) - Employment Offer and Agreement

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12. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.

13. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.

14. Information pertaining to ClaySys operations and intellectual property, ClaySys client data and client projects related documents are confidential and you shall not disclose to any third party any information pertaining to your work at ClaySys or for ClaySys clients or infringe upon any intellectual property that ClaySys is creating with which you may or may not be involved. You shall not disclose confidential Company information or data pertaining to clients, projects and intellectual property through any electronic means or websites, such as social medial sites, job sites etc, without prior approval from the HR department of ClaySys. If you are bound by any confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.

15. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation

### 16. Leave and Vacation Policy

- a. From the date of your joining you will be entitled to 6 days of sick leave and 4 days of personal or casual leave per year.
- b. You will be entitled to 12 days of vacation leave per year.
- c. You shall be entitled to avail leave only with prior approval from your manager, or you may be asked to provide medical certification for sick leave continuously for more than 2 working days.
- d. Based on your seniority within the company, the leave policy can be amended to authorize additional vacation days as finalized by the company.
- e. For specific assignments on non-working days, your manager can authorize you to avail of compensatory leave upon approval.
- f. An employee who becomes pregnant shall, upon submission of a certificate from a duly certified medical practitioner to the Company, stating the presumed date of her confinement, be entitled to maternity leave provided that she has had not less than 12 months' continuous service with the Company immediately preceding the date upon which she proceeds on such leave.

17. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

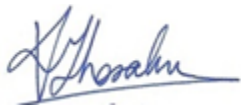
## ClaySys Technologies Pvt Ltd (ClaySys/Company) - Employment Offer and Agreement

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The impact of today's technology and pace of change is tremendous. We hope you are as excited as we are to play a part in that revolution. At ClaySys, we are changing the world with our technical competence and professional services, and our Intellectual Property creation initiatives which are very exciting projects to be involved in, and we will be delighted to have you as part of our team.

To confirm your acceptance of this offer letter and the terms and conditions specified herein, please sign in the space specified below and on each page against your name, and return the signed copy to ClaySys on your onboarding day.

Sincerely,

A handwritten signature in blue ink, appearing to read 'V. Tharakan', written over a horizontal line.

Vinod Tharakan – Managing Director,  
ClaySys Technologies Pvt Ltd,  
Cochin, Kerala, INDIA.

**COMPENSATION STRUCTURE**

<b>NAME: Pretty Sara Fredy</b>	<b>DESIGNATION: Software Engineer (L1)</b>
<b>WORK LOCATION :</b>	<b>Infopark, Kochi/Infopark Cherthala, Kerala</b>
<b>CTC Salary per month: Rs.12,576/- (Rupees Twelve Thousand Five hundred and seventy six only)</b>	

<b>COMPONENTS</b>	<b>MONTHLY (INR)</b>
BASIC	6,289
HRA	3,965
Medical Allowance	357
Travel Allowance	357
Conveyance Allowance	357
<b>MONTHLY GROSS PAY</b>	<b>11,325</b>

EMPLOYEE'S CONTRIBUTION TO PF	883
EMPLOYEE'S CONTRIBUTION TO ESI	85
EMPLOYEE'S CONTRIBUTION TO PROFESSIONAL TAX	100
TAX DEDUCTED AT SOURCE	-
<b>NET PAY</b>	<b>10,257</b>

EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND	883
EMPLOYER'S CONTRIBUTION TO ESI	368
<b>CTC</b>	<b>12,576</b>

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with ClaySys under the terms and conditions stated in this agreement.

(Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Signature:

Printed Name:

Date:

Date of Joining (if requesting an alternative date):

**Employee Agreement on Proprietary Information, Data and Inventions**

This Agreement is intended to formalize in writing certain understandings and procedures which will be in effect as soon as **I, Pretty Sara Fredy**, start to be employed or engaged by ClaySys Technologies Private Limited or any of its group companies or sister concerns or affiliates (hereinafter called the “Company”) as an employee or consultant, as the case maybe.

I recognize that the Company, together with its affiliates, is engaged in (i) a continuous program of research and development with respect to its business, present and future, including fields generally related to its business, and (ii) providing consulting services to its customers and prospective customers with respect to the research and development programs of the Company as they apply to products and services sold by the Company.

I understand that:

A. As part of my employment or engagement, as the case maybe with the Company (collectively referred to as “Employment”), I am expected to make new contributions and inventions of value to the Company.

B. My Employment creates a relationship of confidence and trust and confidentiality between me and the Company with respect to any information of a confidential or secret nature,

(1) Applicable to the business of the Company and its affiliates.

(2) Applicable to the business of any customer of the Company, which may be made known to me by the Company or learned by me during the period of my Employment (hereinafter called “Proprietary Information”).

C. By way of illustration, but not limitation, Proprietary Information includes trade secrets, processes, formulas, notes, data, know-how, improvements, inventions, techniques, customer lists and other information concerning design, construction, configuration, internal working, internal functions, and/or cost or expense of research, development, manufacture, assembly, installation, marketing, marketing surveys or analysis, pricing or licensing, as well as other financial data pertaining to any and all present and/or future developments, processes or devices, or component parts thereof, relating to the Company’s business; and shall further include other commercial and technical secrecy that is not available to the public and has economic value. I further acknowledge that the Company has taken measures to protect the secrecy of such information.

D. The Company may sell the product, system, property or other assets to third parties, which may contain Proprietary Information. In addition to any other obligations to the Company, I have a continuing obligation to maintain the confidentiality of such Proprietary Information for the buyer of such assets. Any violation of the above-mentioned obligation shall be deemed as infringement of the trade secrets of the Company.

In consideration of my Employment as an employee or consultant, as the case maybe, and the compensation received from time to time, I hereby agree as follows:

1. At all times, both during my Employment and after its termination, I will keep in confidence and trust all such Proprietary Information and I will not use such Proprietary Information other than in the

## ClaySys Technologies Pvt Ltd (ClaySys/Company) - Employment Offer and Agreement

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course of my work for the Company at the premises of the Company nor disclose any of such Proprietary Information to any third party without written consent of the Company. I further acknowledge that the Proprietary Information constitutes trade secrets and commercial or industrial secrets of the Company and software artifacts such as source code, technical documents and communications regarding the same.

2. In the event of the termination of my Employment by me or by the Company for any reason, I shall deliver to the Company all notes, documents, software executables and source code and data of any nature pertaining to my work and any reproduction thereof in any form, and I shall not take with me any notes, documents, software executables and source code or data of any description containing or pertaining to any Proprietary Information. In case any of the above-mentioned notes, documents and data is found to be unable to be delivered to the Company due to their nature, I shall erase or destroy it immediately under the supervision of the Company.

3. With respect to information, inventions, discoveries, designs, and other works, including improvements, which are developed, made or conceived by me, either alone or with others, at any time, within or without normal working hours, during my Employment by the Company, arising out of such Employment or pertinent to any field of business or research in which, during such Employment, the Company is engaged or (if such is known to or ascertainable by me) is considering engaging, I agree:

(a) That all such information, inventions, discoveries, and other works, whether or not patented or registered, shall be and remain the sole property of the Company and be deemed as the Proprietary Information.

(b) To disclose promptly to an authorized representative of the Company all information, inventions and discoveries, and all information in my possession as to possible applications thereof to industry and other uses thereof or therefore.

(c) Not to file any patent applications, copyright registrations or proprietary right registrations relating to any such invention, discovery, work or design registration except with the prior consent of an authorized representative of the Company.

(d) At the request of the Company, and without expense to me, to execute such documents and perform such other acts as the Company deems necessary to obtain patents or to register copyrights or other proprietary right on such inventions, discoveries, designs, or other works in any jurisdictions. I agree that my obligation to render such cooperation shall continue after termination of this Agreement. In case any patent or registration of copyrights or other proprietary right in relation to such inventions and discoveries, designs or other works has been filed or obtained, I shall, without charge to the Company and without subjecting myself to any cost there from, assign it to the Company or its designees.

Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as "moral rights" (collectively "Moral Rights"). If despite this clause, I am deemed under applicable law to retain any rights in any developments, including without limitation any Moral Rights, I hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, I grant, and agree to grant, to the Company or its designees the exclusive, perpetual, irrevocable, worldwide and royalty-free license to use, modify and market the development, without identifying me or seeking my consent.

4. As a matter of record I attach hereto a complete list of inventions which have been made or conceived or first reduced to practice by me alone or jointly with others prior to my Employment, which I desire



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to remove from the operation of this Agreement; and I covenant that such list is complete. If no such list is attached to this Agreement, I represent that I have not made, conceived or reduced to participate any such inventions and improvements at the time of signing this Agreement.

5. If any application for any United States, India or other patent or copyright related to or useful in the business of the Company shall be filed by me or for me during the period of one (1) year after the termination of my Employment, the subject matter covered thereby shall be presumed to have been conceived during my Employment with the Company.

6. I represent that my performance of all of the terms of this Agreement and as an employee or a consultant, as the case maybe, of the Company does not and will not breach any agreement to keep in confidence Proprietary Information acquired by me in confidence or in trust prior to my Employment with the Company and I agree not to enter into any agreement either written or oral in conflict herewith.

7. I agree that all of my obligations under this Agreement apply to any Proprietary Information or invention which has or will be acquired by third parties by purchasing the Proprietary Information or inventions, or assets which contain such Proprietary Information or inventions, from the Company.

8. I agree that, during the term of my employment and for a period of two (2) years after the termination of my employment with the Company, I shall not without the written consent of the Company engage directly or indirectly, for myself or others, in any activity or employment in the faithful performance of which it could be reasonably anticipated that I could be required or expected to use or disclose the Proprietary Information. This covenant shall not be construed to limit in any way my obligation not to use or disclose the Proprietary Information as set forth in Paragraph I above. Upon termination of my employment I agree to advise the Company of the name and address of my intended future employer.

9. My obligations under this Agreement shall survive termination of my Employment. If any provision or provisions of this Agreement shall be held to unenforceable by any court, the remaining provisions shall be unaffected and shall continue in full force and effect.

10. No provision of this Agreement shall limit any rights of the Company under any copyright, patent, or other applicable law. Further, neither the delivery of documents or materials containing any Proprietary Information nor any part of this Agreement shall amount to or be construed as granting any license, consent, title to or right or interest in any part of the

Proprietary Information,

I acknowledge and agree that: (a) the Proprietary Information is confidential and valuable information of the Company; (b) the Company derives economic value from the Proprietary Information not being generally known to other persons who can obtain economic value from its disclosure or use; (c) any disclosure or unauthorized use of the Proprietary Information could cause irreparable harm and loss to the Company; (d) monetary damages would be inadequate to compensate the Company for a breach of this Agreement. Accordingly, the Company, in addition to any other remedy to which it may be entitled by law or in equity, shall be entitled to seek an injunction to prevent breaches of this Agreement, and to an order compelling specific performance of this Agreement. I shall reimburse the Company for all costs and expenses, including attorney's fees, incurred by the Company in enforcing my obligations hereunder.

11. I acknowledge that the Proprietary Information may relate to processes or products that are theoretical, developmental and may or may not have been reduced to practical application in

## ClaySys Technologies Pvt Ltd (ClaySys/Company) - Employment Offer and Agreement

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prototype form. Accordingly, I understand that neither the Company nor its representatives have made or make any representation or warranty as to the accuracy, completeness, or value of the Proprietary Information. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, I agree that neither Company nor any of its representatives shall have any liability to me resulting from my use of the Proprietary Information.

12. This Agreement shall be binding upon and is personal to me. Except as otherwise expressly provided herein, neither this Agreement, nor any rights granted hereunder may be assigned, transferred, conveyed, or encumbered, whether voluntarily or by operation of law, by me without the prior written consent of the Company and any attempt to do so will be deemed null and void.

I agree any breach or default of this Agreement shall be construed in accordance with the laws of India prevailing at the relevant time. Any dispute or difference or any question of interpretation of any of the provisions of this Agreement arising before, during the pendency of, or after the expiry of this Agreement shall be subject to the jurisdiction of the Indian Courts.

13. This Agreement shall be effective as of the first day of my Employment with ClaySys Technologies Private Limited:

Employee Name:

Signature:

ID Type and No:

Date:

Witness Name & Signature:

Date:

Signed and Accepted in the presence of:

For CLAYSYS TECHNOLOGIES PRIVATE LIMITED

Name:

Title:

Signature:

Date:



## OFFER OF EMPLOYMENT

October 19, 2021

QI-HR726058/2020  
Ms.Sreelakshmi Nair,  
Malikayil House,  
Kallara South P.O,  
Kottayam-686611

Dear Sreelakshmi

Further to our discussions, the Management is pleased to appoint you as **Trainee Engineer** of QuEST Global Engineering Services Private Limited. ("QuEST"), on the following terms and conditions:

### 1. Designation

Trainee Engineer

### 2. Band

1E

### 3. Reporting Structure

You will be reporting to the **Assistant Manager**.

### 4. Emoluments & Leave

Your annual Total Gross Salary (TGS) would be **INR 300000/- (Rupees Three Lakh Only)**. The details of your remuneration are as detailed in Annexure – I. Your annual emolument will be inclusive of Employer's Contribution to Provident Fund. The above emolument may, however, be split up into Basic Salary, and other allowances later, without adversely affecting your total consolidated emoluments. QuEST will deduct from your total emoluments such amounts as are required to be deducted at source under the Income Tax Act or any other applicable law for the time being in force in India

#### *Leave*

As per the rules of QuEST in force from time to time.

### 5. Medical Benefits

You will be entitled to medical insurance coverage as per the rules of QuEST, in force from time to time.

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**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA  
591245 IN CIN: U74900KA2014PTC076219

**Communication address:** QuEST Towers, Plot No. 73 and 74, Technopark campus, Thiruvanthapuram, Kerala- 695581

Ph: +91-80-67090000; Fax: +91-80-67093200; Email: [info@quest-global.com](mailto:info@quest-global.com)

[www.quest-global.com](http://www.quest-global.com)



## **6. Duties**

You shall perform such duties and conform to such directions and instructions as may be assigned to you by QuEST or by such officers who are placed in authority over you. The Management will be within its rights to allot you additional jobs within your department or in any other department. You will be responsible in developing a team and the business too.

## **7. Transfer**

You will initially be posted at Trivandrum. However, you may be transferred at any time from one job to another, from one post to another, from one Department/Section to another, from one Establishment to another, owned, operated or managed by QuEST, or any of its associated Companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the Establishment to which you are transferred.

## **8. Exclusiveness**

You will be in the exclusive employment of QuEST and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, the interests of QuEST in any manner.

## **9. Address for Communication**

You have stated your residential address to be: **Malikayil House, Kallara South P.O, Kottayam-686611**

In the event of a change in the address or contact details given by you, you shall immediately and in writing, inform the Management of the Establishment where you are posted of such change. Any communication or notice required to be forwarded to you by QuEST shall, if such communication or notice is forwarded by post to your last residential address as per QuEST's records and notwithstanding the return thereof by the postal authorities for any reason whatsoever, be deemed to be complete compliance by QuEST of the requirement, if any, of so forwarding to you the said communication or notice.

## **10. Duty Hours**

You would be required to work in shifts as advised by the Management from time to time.

## **11. Superannuation**

Unless terminated earlier for any reason, you will retire from the services of QuEST on attaining 58 years of age and for this purpose the official record, of your date of birth, available with QuEST will be treated as conclusive proof of your age.

## **12. Transport Service**

You can choose to avail transport facility provided by QuEST based on the availability of seats and the standard routes that have been fixed. The transport cost and the routes would be as per QuEST's policy.

---

## **QuEST Global Engineering Services Private Limited**

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[www.quest-global.com](http://www.quest-global.com)



### **13. Probation and Confirmation**

You will be on probation for a period of Six (6) months from the actual date of your joining QuEST and will continue to be so unless and until you are expressly confirmed in the regular service of the Company in writing. The Company reserves the right to curtail or extend the probationary period at its sole discretion. Continuance of your service on the permanent rolls of QuEST is contingent upon successful completion of your graduation, submission of degree certificates on or before the end of 6 months from the date of joining and successful completion of training and other formalities as per the company policy. Probation confirmation shall not automatically entitle you to an increase in your remuneration.

### **14. Termination of Service**

During your probation, your service can be terminated without assigning any reasons whatsoever by serving one (1) month notice or one month Basic salary thereof, on either side. After confirmation you will be required to serve three (3) months' prior notice or pay three months Basic Salary in lieu thereof, in case you decide to leave the services of the company. In the event of incomplete assignment, QuEST reserves the right to mandate serving of complete notice period. Similarly the company can terminate your services by serving three months' notice or Basic salary thereof, without assigning any reason. QuEST reserves the right, however to terminate your employment for disciplinary reasons at any time without notice or payment in lieu thereof.

### **15. Service Conditions**

You will be assigned with training for initial two months on QuEST prescribed curriculum. This offer of employment is contingent upon you successfully completing the training curriculum. If you withdraw or fail to complete the training curriculum as prescribed, by meeting the minimum criteria set by the company, the offer shall be rescinded without any further notice.

At all times, you shall be governed by such service conditions of QuEST Global Engineering Services Private Limited, as may be in force from time to time. You will also carry out and abide by QuEST'S code of conduct and any instructions, house rules, office orders and policies & processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Your continuation in service will also be subject to

- Satisfactory background verification of your credentials, testimonials, etc and the details given by you in your application form as per the declaration solemnly affirmed by you therein.
- Successful completion of the qualifying academic program (Diploma,NTTF, BE/BTech, Mtech/ MS as applicable) with the required level of % or GPA as defined in the organization policy

Your services shall be terminated without notice if at any time you have been found to have concealed any material information or to have furnished any false details to QuEST.

If you are absent from duties for 10 or more working days continuously without leave/authorization from QuEST and/or without sufficient reason, it will be presumed that you have voluntarily given up the employment in QuEST and your name stands removed from the payrolls / other records of QuEST from the start date of your absence.

---

## **QuEST Global Engineering Services Private Limited**

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[www.quest-global.com](http://www.quest-global.com)



Upon joining us, you are required to sign QuEST's standard agreements including Non-competition and Non-disclosure agreement, along with 2 Years' Service Agreement. Employee(s), whose spouse(s)/partner(s) or immediate family member(s) is/are part of competitor companies, with QuEST, shall have more obligations to maintain QuEST information in Confidence since they are privy to some highly sensitive business information that shouldn't be shared with competitors. The employee is obligated to keep QuEST informed about the company in which his/her spouse/partner/immediate family member (Parents/Siblings/Children) is/are working, when there is prima facie conflict of interest, by writing to HR-Policy@quest-global.com.

While reporting for duty, you must produce the originals along with certified copies of the following:

- a) Educational certificates/mark sheets\* (X, XII, Diploma, Degree, post-Graduation)
- b) Passport photo copy
- c) Three passport size latest photographs
- d) Service Certificate, if any.
- e) Relieving letter from your present employer.
- f) Pan card & Aadhar submission is mandatory
- g) ID proof containing your signature viz., Driving License, Passport, PAN Card etc.

\*In the case of candidates joining the organization before the publication of the results of their qualifying academic program, the required certificates must be submitted within 3 months of the joining date.

In the event of issues found in Background Verification Check or non-obtaining the level of % mentioned hereinabove during final results of relevant specific program, QuEST shall be at liberty revoke this Offer of employment with immediate effect.

If the above conditions are acceptable to you, please note that this offer is effective from **November 1, 2021**. Kindly confirm acceptance by signing and returning the duplicate of this letter.

This offer to join QuEST will expire if offer acceptance is not confirmed in writing within two (2) working days of offer release and/or in case of not reporting on the offer effective date.

We extend our warm welcome and look forward to a long and successful association between you and QuEST Global Engineering Services Private Limited.

**For QuEST Global Engineering Services Private Limited,**

**Jagadish Kadagatti**  
**Deputy Manager - Talent Acquisition**

I confirm and accept the above terms and conditions.

Name :

Place :

Signature :

---

**QuEST Global Engineering Services Private Limited**

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[www.quest-global.com](http://www.quest-global.com)



**Annexure - I**  
**Compensation & Benefit Details**

**Employee Name :** Sreelakshmi Nair

Salary Components	Monthly (INR)	Annual (INR)
(A) Basic Salary (BS)	15000	180000
(B) House Rent Allowance (HRA)	2250	27000
(C) Conveyance Allowance (CA)	0	0
(D) Leave Travel Allowance (LTA)	0	0
(E) Food Coupon	0	0
(F) Telephone / Internet Allowance	0	0
(G) Other Allowance	3155	37860
<b>(H) GROSS SALARY(I=A+B+C+D+E+F+G+H)</b>	20405	244860
(I) Employer Contribution to Provident Fund (PF)	1800	21600
(J) Employer Contribution to Gratuity	722	8664
<b>(K) RETIREMENT BENEFITS : (K=I+J)</b>	2522	30264
(L) Employer Contribution to Medical Insurance Premium *	673	8076
<b>(M) Bonus / Ex-Gratia</b>	1400	16800
<b>(N) FIXED GROSS SALARY(FGS):(N= H+K+L+M)</b>	25000	300000
<b>TOTAL COST TO COMPANY (TCC) :</b>		<b>300000</b>

A one-time joining bonus of INR 25,000 shall be paid upon successful completion of one year service with QuEST.

---

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\* Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

\*\*Total Variable Pay includes components aligned to QuEST's performance, Unit or Department performance and Individual Performance. This is governed by the variable pay policy for the year.

\*\*\*Shift Allowance will be paid as per the applicable policy. The amount mentioned above is the allowance paid for working in morning shift. For other shifts, the difference will be governed by the applicable policy.

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band, the amount will change accordingly in case of Band change.

-Onsite & Shift Allowance will be paid as per the applicable policy.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000/-**
- Group Personal Accident Insurance cover of INR **1000000/-**
- Group Term Life Insurance cover of INR **1500000/-**
- Employee Deposit Linked Insurance covers as per statutory requirements

**Note:** Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

**Declaration:** All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to amend/modify the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

---

## QuEST Global Engineering Services Private Limited

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## Annexure

We are excited to welcome you to QuEST fraternity where a bundle of opportunities are waiting for you.

As you are identified for our elite customer, we wish to inform you that completing Background Verification is a mandatory pre-requisite for us to onboard you at QuEST.

Listed below are some simple actions which can expedite your joining at QuEST:

- Check your inbox or spam folder if you have not received any email in your inbox from one of our authorized background screening vendors.
- Login to their portal and follow the guidelines to provide all information & documents, within 1 working day.
- Make sure all information is accurate and up-to-date (Past-employment period, CTC, etc.)
- Do ensure that details filled in the background verification form is matching with the documents submitted, else it is likely that the application for the verification will be rejected.
- Contact details provided for every check should be correct and active (past employer/reference check/address check)
- Inform all the referee's to be prepared for a verification call/email/visit from the BGC vendor.
- If any additional information is required by the screening vendor, please provide the same within 1 working day.

Above mentioned screening process has to be completed within 15 working days of offer release. Delay in uploading documents, may delay your joining at QuEST.

Your support in completing the background verification is highly appreciated!

Looking forward to welcoming you soon to QuEST Global!

---

### QuEST Global Engineering Services Private Limited

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN: U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)



Sruthy Emmanuel <sruthy.emmanuel@mangalam.in>

## Fwd: Job Offer & Date of Joining - Godson John - Software Engineer L1: SayOne Technologies Pvt Ltd

1 message

**Godson John** <godsonjohn707@gmail.com>  
To: sruthy.emmanuel@mangalam.in

Tue, Apr 5, 2022 at 1:34 PM

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

From: **Hr Sayone** <hr@sayonetech.com>

Date: Sat, May 1, 2021 at 9:37 AM

Subject: Job Offer & Date of Joining - Godson John - Software Engineer L1: SayOne Technologies Pvt Ltd

To: <godsonjohn707@gmail.com>

Dear Godson,

Congratulations and we are happy to announce that you have successfully completed your internship and have been offered to be a part of Team SayOne as a **Software Engineer L1**. I would like to inform you that your date of joining is confirmed for **May 03, 2021 (Monday)**.

Considering the current lockdown situation you are expected to produce the hard copies of the required document when we resume office. The originals will be returned to you after verification. Please submit the following documents to the HR department on the date of joining.:

- a. Attested copies of Educational Certificates/Mark sheets/Provisional Certificates from Matriculation.
- b. Professional certificates if applicable.
- b. PAN card & Aadhar Card
- c. Passport size photograph.

As part of the onboarding formalities, we also request you to share your informal photo for our welcome poster and a small introductory video to introduce yourself to our team.

You can reply with your confirmation and the soft copies of the above-mentioned as attachments. On the receipt of the documents and their verification, I will be issuing the offer letter with a detailed CTC break-up, employment agreement, Non-Disclosure Agreement to complete the rest of the onboarding formalities.

Based on the information furnished above, we will also be carrying out background verification as part of our selection process. Please provide any 2 references with their official contact details (Name, Email, and Phone Number) for background verification.

You can contact me over the Phone/Whatsapp at +91 97465 74821. We will be making arrangements for you to collect devices from our Kochi Office once the lockdown situation is lifted.

We will be onboarding you remotely or at our Kochi office based on our WFH policy at the time of your date of joining.

Looking forward to your confirmation and please feel free to contact me for any clarification at any point in time during your onboarding.

Best Regards,



**Joshua Varghese Thomas**

HR Manager

+91 80866 67171

**sayone**

Unit No. 503, 5th floor, World Trade Center, Info Park, Kochi





Sruthy Emmanuel <sruthy.emmanuel@mangalam.in>

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## Fwd: Introduction Email - CSS Corp.

1 message

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**BISMI NAZAR** <bisminazar98@gmail.com>  
To: sruthy.emmanuel@mangalam.in

Wed, Feb 16, 2022 at 3:38 PM

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

From: **Sangeetha Rao** <Sangeetha.Rao@csscorp.com>  
Date: Mon, Apr 27, 2020, 3:31 PM  
Subject: Introduction Email - CSS Corp.  
To: bisminazar98@gmail.com <bisminazar98@gmail.com>  
Cc: Manay Mahaom <Manay.Mahaom@csscorp.com>

Hi Anjani Priya,

We are so excited that we can finally contact you on the current scenario that we all are going through and we believe that this short communication would find you and all your family members in good health and hope you are staying safe.

You have been an extremely talented candidate with great attitude and ethics and we are sure that you would be of great asset to CSS Corp and we are sure that you know that how excited we are to have selected you as a potential talent for CSS Corp and looking forward to have you on board at the earliest.

### **About CSS Corp:**

CSS Corp is a new age IT Services and Technical Support Services company that harnesses the power of digital to address customer needs. The company collaborates with leading businesses and enterprises to reimagine customer engagement models, help streamline business operations, and identify new revenue opportunities. Its team of 7,000 technology professionals across 19 global locations are passionate about helping customers differentiate and succeed.

CSS Corp entered the 3rd wave of business transformation and repositioned itself as a "New Age Services" company in 2016. The new positioning was strategically chosen to align our identity closer to our customer ecosystems, to establish a niche for ourselves in the market and to meet the growing digital needs of our customers.

Our vision is to deliver tangible business outcomes through contextual adoption of digital in business process management, technical support operations, IT operations, telecom network moderation and management. Our revitalized approach drives simplicity and convenience. Our business model did not develop out of labor arbitrage but rather from superior customer experience, providing instant gratification and delighting customers

Alternatively, you can also visit our website – [www.csscorp.com](http://www.csscorp.com).

### **About the Role:**

You would be part of the Development project and for that we have formulated a well-structured training programme on most of the Technologies required by our existing development projects to equip you to be a part of the same. So be

ready for all the learning experience to enhance your career with CSS Corp.

You are requested to share below mentioned collaterals at the earliest:

- Updated Resume
- Latest passport size photograph.
- Government ID proof.
- Address proof.

We will be communicating with you regularly via email to share information's about CSS Corp and we are hoping you will be able to connect with us on regular basis on my below mentioned coordinates.

Please feel free to connect with [Manay.Mahaom@csscorp.com](mailto:Manay.Mahaom@csscorp.com) or you can also call on +919962548966 (for any thing urgent)

All the very best.

Be safe and stay home.

Regards,

**Sangeetha Rao**

|| Assistant Manager -Talent Acquisition ||

|| CSS Corp Pvt Ltd || No. 32 A&B, 6<sup>th</sup> Floor, Ambit IT Park ||

|| Ambattur || Chennai – 600058 || India || [www.csscorp.com](http://www.csscorp.com)

Desk: +91 44 6632 2000. Extension: 7270029 || Cell : +91 9600338322

China || Costa Rica || India || Mauritius || Philippines || Poland || Singapore || UK || USA

Follow us on social media

<https://www.csscorp.com/email-disclaimer>

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**4 attachments**

 image001.jpg  
1K

 image002.jpg  
1K

 image003.jpg  
1K

 image002.jpg  
1K



Sruthy Emmanuel <sruthy.emmanuel@mangalam.in>

---

**(no subject)**

2 messages

---

**renjith esight** <renjith@esightsolutions.com>  
To: sruthy.emmanuel@mangalam.in

Wed, Feb 16, 2022 at 3:35 PM

Hi Renjith C S,

I am pleased to extend the following offer of employment to you on behalf of Esight Business Solutions. You have been selected as the best candidate for the SEO Analyst . **Congratulations!**

We believe that your knowledge, skills, and experience would be an ideal fit for our team. We hope you will enjoy your role and make a significant contribution to the overall success of Esight Business Solutions.

Compensation and Salary.

For the Seo Analyst Position, Esight Business Solutions is offering a salary of 8,000 INR/ month. You will be paid 5th of every month and Your Joining date will be on March 2021.

Responsibilities include

Terms and Conditions

- All the works and discussions about the projects happening with our team must be confidential.
- Should maintain a work report using google sheet for reference.
- Two month period will be probation period, during this period you must be perform well to gain knowledge and implement it.
- after two months team review meeting will be done for your future employment.

Please reply to this mail with your acknowledgement.

--

Thanks and Regards,

**Vipin Varghese**

Managing Director

+91 9048 999 135 | 703 4488 442

**eCommerce Development | Website Designing | Internet Marketing  
Mobile Application Development | Branding Solutions | ERP Development**

Disclaimer:

This electronic mail message and any file sent with it are intended solely for the named recipients and may contain confidential and proprietary business information of Esight Business Solutions and its affiliates. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. If you are not a named recipient, please notify the sender immediately and delete the original message and all files sent with it. You may not disclose its content for any purpose or further store or copy its contents in any medium.

---

**Sruthy Emmanuel** <sruthy.emmanuel@mangalam.in>  
To: renjith esight <renjith@esightsolutions.com>

Wed, Feb 16, 2022 at 3:55 PM

thanku renjith

***With Regards,***

***Sruthy Emmanuel***

***Assistant professor***

***CSE Department***

[Quoted text hidden]





07/April/2021

NIOBIZ SYSTEMS  
UNIT NO. 55/636, FIRST FLOOR,  
BLOCK-A, HALCROW BUILDING,  
CIVIL LANE, AYYANTHOLE, THRISSUR,  
KERALA, INDIA, 680003  
e\ INFO@NIOBIZ.COM  
t\ +91 7306595044

Attn: VISHNU KUMAR

Vayalumkal (H)  
Nariyampara (P.O)  
Kattappana, Idukki  
Kerala, India  
e\ vishnuvayalumkal@gmail.com  
t\ +919633263078 | +918078199928

**PRIVATE & CONFIDENTIAL**

Dear VISHNU KUMAR,


We are pleased to offer you an appointment to the position of **Jr. Full Stack Software Developer** with NIOBIZ Systems, subject to the following terms and conditions:

**1. Employment**

- 1.1. You will be employed by NIOBIZ SYSTEMS based in Thrissur, India and working for our partner company named Key Information Technology (KIT) based in Dubai, United Arab Emirates. You will be reported directly to the Manager, Systems and Innovation in NIOBIZ and product manager in KIT. During your contract, the scope of your employment may incorporate a substantial amount of international travel and many of your duties will be required to be executed in different countries in the world.
- 1.2. Your duties will be the subject of a document (Job Description) which will be liable to review at various times to be agreed to the mutual benefit of yourself and NIOBIZ SYSTEMS.
- 1.3. You will report to the Manager, Systems and Innovation, NIOBIZ SYSTEMS.
- 1.4. During the course of your employment, you shall honestly and diligently attend to your duties and responsibilities and use your best endeavors to promote and protect the interests of NIOBIZ SYSTEMS.

You shall comply with all relevant laws and any policies promulgated by NIOBIZ SYSTEMS, from time to time.

- 1.5. You will be required to conform to the normal business hours which at this time are from 09:00Hrs to 17:30Hrs Monday to Friday. You will, however, be required to perform supplementary hours as required by the tenor of your duties. Overtime

  
Vishnu Kumar

hours will not be reimbursable, although reasonable time off in lieu will be allowed to compensate for excessive supplementary hours worked.

- 1.6. You will be required to provide afterhours support at various times to be agreed to the mutual benefit of yourself and NIOBIZ SYSTEMS.
- 1.7. Your appointment / joining date shall commence on **12-April-2021** and shall continue thereafter until and unless terminated in accordance with Paragraph 6 of this letter.

## 2. Remuneration

2.1. Your starting Salary Package will be:

Consolidated Gross Salary	: INR 12,500 per month
TOTAL	: INR 12,500 per month

Per annum payable monthly into your nominated account. This remuneration will be effective from the date of commencement of employment, and will be reviewed after six-month probation period from date of joining and annually at year-end or at any shorter intervals that the Company may subsequently determine.

Your Consolidated Gross Salary can be split up into Basic Salary, Dearness Allowance and other allowances later, without adversely affecting your total consolidated gross salary.

- 2.2. There will be a six (6) month period of probation during which time the employment may be terminated without prejudice by either party with one week's notice.
- 2.3. Upon the successful completion of the probation period you will receive a letter of confirmation. At this time your salary will increase to INR 15,000 per month.
- 2.4. Each end of financial year based on the company growth and profit declared, a reasonable percentage of bonus will be offered.
- 2.5. You are also entitled for your salary increase based on your performance appraisal on each financial year.
- 2.6. Unless terminated earlier for any reason, you will retire from the service of the Company on attaining 60 years of age and for this purpose the official record of your date of birth, with the Company will be treated as final.
- 2.7. All taxes and levies are the responsibility of the employee.

## 3. Expenses

Any expenses necessarily incurred by you in performing your obligations under this Agreement shall be reimbursed to you upon providing original expense evidence along with staff claim sheet acceptable to NIOBIZ SYSTEMS.

## 4. Leave

- 4.1. You are entitled to Four (4) Weeks (Twenty (20) working days) leave on or after each anniversary of your commencement date. The dates on which leave is to be taken must be mutually agreed between yourself and the company, although the company will endeavor to accommodate your wishes in this matter as far as is commercially possible.



4.2. Ten (10) days per annum of paid sick leave will be available in the event of your suffering illness. After two (2) days sick leave a Doctor's Certificate is required. For sick leave taken prior to or after a Public Holiday, a Doctor's Certificate is also required to be paid for the relevant Public Holiday.

**5. Additional benefits**

5.1. You will be entitled to medical insurance coverage as per the rules of the company, in force from time to time.

**6. Confidentiality**

Except as necessary to perform your obligations under this agreement, you shall maintain as confidential and not disclose to others, including individuals, corporations or governmental agencies, either before or after the termination of your employment, any data, documents, reports or other information the property of NIOBIZ SYSTEMS or produced by you in the course of your employment unless expressly authorized in writing by NIOBIZ SYSTEMS. Upon termination of employment, you will promptly deliver to the company all drawings, blueprints, or confidential nature relating to the company's business and which are in your possession or under your control. Your obligation of confidentiality shall not apply to disclosures compelled by law, an order of a court of competent jurisdiction or a subpoena, in which event you shall immediately notify NIOBIZ SYSTEMS of the circumstances requiring such disclosure and refrain from such disclosure for the maximum period of time allowed by law so that NIOBIZ SYSTEMS may take action to protect the confidentiality of the information.

The obligation under this clause shall survive termination of this Agreement.


**7. Termination of Contract**

Subject to paragraph 1.6, your employment may be terminated as follows:

1. By either party giving to the other not less than one (1) month's prior notice in writing. The company may, at its discretion pay one (1) month salary in lieu of notice, if it deems this to be more appropriate course of action than the giving of one (1) month notice.
2. By the company at any time without notice or payment of compensation in any of the following events:
  - (a) You engage in acts or omissions constituting serious misconduct including but not limited to dishonesty or theft of property of the company.
  - (b) Serious or persistent neglect of duty.
  - (c) Either by act or omission engage in any gross negligence or incompetence in the performance of your duties.

**8. Exclusivity**

During the term of this Agreement, you shall not without the prior written agreement of NIOBIZ SYSTEMS enter into any other employment or engage directly or indirectly in any other business.

  
Vishnu Kumar



**9. Code of Ethics & Business Practice**

NIOBIZ SYSTEMS has adopted a guiding set of business ethics and practices, which will accompany your offer letter and will require your understanding and acceptance.

Please sign and return the enclosed duplicate of this letter to confirm your understanding and acceptance of the above terms and conditions.


Your sincerely,  
NIOBIZ SYSTEMS

A handwritten signature in black ink, appearing to read 'Premsudheer Gopi', is written over a horizontal line.

Premsudheer Gopi  
Head of Department, NIOBIZ SYSTEMS

In confirm my acceptance of employment in accordance with the terms and conditions contained herein and all attached appendix

Signed:

  
Vishnu Kumar

Date:

09/04/21

Cc:

1. Rama Prasad T, Director of Operations, NIOBIZ SYSTEMS
2. Other BODs, NIOBIZ SYSTEMS.

To:

Ms. Malavika S Nair

B.Tech

Group: ECE

College:MANAGALAM COLLEGE OF ENGINEERING

11-Feb-2020

**Sub: Provisional Offer Letter**

Dear Ms. Malavika S Nair

Congratulations on your selection as **Software Engineer** in Eoxys.

This offer of appointment is being made to you to join us **on or before 6<sup>th</sup> July 2020** or as soon as you got the final marksheet with First class score.

1. You shall have to undergo training for one month, which **period may be extended** at the discretion of the management till your training is satisfactorily completed.
2. On successful completion of your on the job training, you will be placed in probationary period for one year with salary. Your annual CTC will be **Rs. 1,80,000/- (Rs. One Lakh Eighty Thousand Only)**.
3. Please contact the Administration Dept, Eoxys, Bangalore with your final degree marksheet (both original and photocopy) and copy of this offer letter to claim your regular offer letter and to initiate your joining process in to Eoxys.
4. The salary component mentioned in this offer letter is subject to revision based on market dynamics and the actual amount will be mentioned in the final offer letter.
5. You are required to serve the company for a period of minimum **TWO** years from the date of joining Eoxys, Your place of work will be in Eoxys Bangalore or at any of Eoxys customer location in Bangalore or in India and may be overseas.
6. Eoxys and its management reserves the right to revise any or all of these terms and conditions as business and market condition warrants.

We welcome you once again to the Eoxys family and hope to have a long fruitful association with you..

Malavika

Received  
Malavika

Authorized Signatory

Prabhakar.A

Managing Director

To:

11-Feb-2020

Ms. Amrutha.P.Nair

B.Tech

Group: ECE

College:MANAGALAM COLLEGE OF ENGINEERING

**Sub: Provisional Offer Letter**

Dear Ms. Amrutha.P.Nair

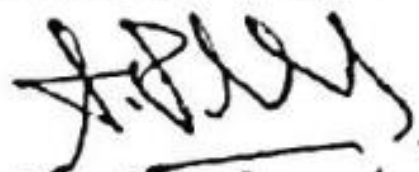
Congratulations on your selection as **Software Engineer** in Eoxys.

This offer of appointment is being made to you to join us **on or before 6<sup>th</sup> July 2020** or as soon as you got the final marksheet with First class score.

1. You shall have to undergo training for one month, which **period may be extended** at the discretion of the management till your training is satisfactorily completed.
2. On successful completion of your on the job training, you will be placed in probationary period for one year with salary. Your annual CTC will be **Rs. 1,80,000/- (Rs. One Lakh Eighty Thousand Only)**.
3. Please contact the Administration Dept, Eoxys, Bangalore with your final degree marksheet (both original and photocopy) and copy of this offer letter to claim your regular offer letter and to initiate your joining process in to Eoxys.
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6. Eoxys and its management reserves the right to revise any or all of these terms and conditions as business and market condition warrants.

We welcome you once again to the Eoxys family and hope to have a long fruitful association with you..

Authorized Signatory

  
Prabhakar.A

Managing Director



Offer: Computer Consultancy  
Ref: TCSL/DT20195168354/Trivandrum  
Date: 13/09/2019

Mr. Vishnu Prasad Madhusudhanan  
Kavil MadomThalayazham Po,  
Near Scb509,  
Kottayam-686607,  
Kerala.  
Tel# -

Dear Vishnu Prasad Madhusudhanan,

Sub: Letter of Offer

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

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

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

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

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

TCS Confidential  
TCSL/DT20195168354

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Vishnaya Building 6th Floor, Infopark, Kuzumargal PO, Kochi 682 030 India  
Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com  
Registered Office: Nirmal Building, 8th Floor, Naraina Point, Mumbai 400 021

Scanned with CamScanner

Scanned by TapScanner



Offer: Computer Consultancy  
Ref: TCSL/DT20195167647/Trivandrum  
Date: 13/09/2019

Mr. Anandu Sreenivasan  
Achickal Puthenpurayil House, Pious Mount P.O Monippally,  
Achickal,  
Kottayam-686636,  
Kerala.  
Tel# 91-8848369715

Dear Anandu Sreenivasan,

**Sub: Letter of Offer**

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

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

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

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

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

TCS Confidential  
TCSL/DT20195167647

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Vismaya Building 6th Floor, Infopark, Kuzhissery P.O., Kochi 682 030 India  
Tel: 0484 654 5000 Fax: 0484 654 5255 Website: www.tcs.com  
Registered Office: Narmal Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

1





## Offer Letter

Name: Sreelakshmi Gopinath  
Date: Tuesday, August 25, 2020

Dear Ms. Sreelakshmi Gopinath,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

- Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, September 1, 2020**. Your work location would be **Indraprastha (Croma Building), Bangalore / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
- Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
- Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
- Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the



### Mangalam College of Engineering-Congratulations to the selected candidates

Sutherland Campus Team India <SutherlandCampusTeam.India@sutherlandglobal.com>  
To: "pc@mangalam.in" <pc@mangalam.in>

Thu, Feb 27, 2020 at 4:34

Dear Mr. Sreekumar V,

Greetings from Sutherland!!!

It was indeed a pleasure being in your institution for Campus Hiring . I'm hereby mentioning the details of those vibrant minds who have cleared our Non Voice rounds of interviews & have been shortlisted as a "Associate" . Our Hearty Congratulations !! the below Candidates,

S.No	Department	Stream	First Name	Last Name	Email	Primary Number	Alternate Number	Fathers name	College name
1	B.Tech	ME	Jithin	karunan	jithinkarunan2255@gmail.com	9446174366		Karunan	Mangalam College of Engineering
2	B.Tech	ME	Motry Varkey	Rajan	mottyvarkeyr111@gmail.com	9020540331		Rajan Kuruvilla	Mangalam College of Engineering
3	B.Tech	Civil	Jora Mary	Johnson	loramary98@gmail.com	8301924450	6238789459	Johnson mathai	Mangalam College of Engineering
4	B.Tech	EEE	Emmanuel Joseph	Shaji	shajiemmanueljoseph@gmail.com	9747940750	9605531608	K J Shaji	Mangalam College of Engineering
5	B.Tech	ME	AKHIL	M NAIR	akhilmadhusoodhanannair@gmail.com	6238172589		MADHUSOODHANAN NAIR	Mangalam College of Engineering
6	B.Tech	ECE	Malavika	S Nair	malavikaputhiyedathu@gmail.com	8281251022	8129948844	Sreekumar P K	Mangalam College of Engineering
7	B.Tech	ECE	Ninan	Varghese	ninanv007@gmail.com	9539991499	7012054964	Babu M Varghese	Mangalam College of Engineering
8	B.Tech	ECE	ELONA	JJO	elona8738@gmail.com	7902696308	7902696308	Jijo Placid	Mangalam College of Engineering
9	B.Tech	ECE	manu	benny	manubenny010@gmail.com	8943108552	9074540237	benny jose	Mangalam College of Engineering
10	B.Tech	ECE	Amrutha	P Nair	amruthapnair79@gmail.com	8606264506	9539697686	Prasad R Krishnan	Mangalam College of Engineering
11	B.Tech	ECE	sahal	vahab	sahalvahab103@gmail.com	9744277261	9895858892	vahab	Mangalam College of Engineering
12	B.Tech	Cse	Harilekshmi	D Panicker	lekshmi3@gmail.com	6238095237	9400148618	R C Hari	Mangalam College of Engineering
13	B.Tech	Cse	Megha	S	smegha4321@gmail.com	9847190665	8281388145	Suresh Kumar S	Mangalam College of Engineering
14	B.Tech	Cse	Raicy Ann	Mammen	annraicy@gmail.com	8289985923	6282634315	Mammen K. S	Mangalam College of Engineering
15	B.Tech	Cse	Sneha	Philip	philipsneha61@gmail.com	8078285024	8086710646	Philippose Varkey	Mangalam College of Engineering



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Mangalam College of Engineering

Date : 22-Nov-19

Dear Josilin Theresa Joseph,

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Marine Drive facility (1<sup>st</sup> Floor, Alliance Residency, Shanmugham Rd, Marine Drive, Ernakulam, Kerala - 682031). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

28-Jan-2020

Dear Jobina Joy,  
B.Tech/B.E., Electronics and Communication Engineering  
Mangalam College of Engineering



Candidate ID – 14000713

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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 **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. 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.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

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

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.,

Suresh Bethavandu  
Global Head-Talent Acquisition

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

Signature:

Date:

8/20/2020

Mangalam College of Engineering, Kerala - India. Mail - Fwd: Infosys Limited



Placement Cell Mangalam College Of Engineering <pc@mangalam.in>

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## Fwd: Infosys Limited

1 message

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Gayathri Varma <gayathrivarma828@gmail.com>  
To: pc@mangalam.in

Thu, Aug 20, 2020 at 12:46 PM

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

From: **Infosys Limited** <offers@infosys.com>  
Date: Mon, Aug 17, 2020, 01:17  
Subject: Infosys Limited  
To: gayathrivarma828@gmail.com <gayathrivarma828@gmail.com>

Dear Candidate,

Greetings from Infosys!

This is to acknowledge that we have received a confirmation on your system and internet availability, and have updated our database.

Please note that we have joining batches spread across the forthcoming months and a communication on your Date of Joining will be sent at least a couple of weeks before your joining.

Regards,

Talent Acquisition

Infosys Limited.

HRD/3T/1000846901/20-21

December 2, 2020

Ms. Elona Jijo  
Njavallil Thekkel Karoor,  
Po Ponad, Pala,  
Kottayam-686574  
India

Ph: +91-7902696308

Dear Elona,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2020.12.02 17:35:39 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

*Company Confidential - This communication is confidential between you and Infosys Limited*



**DXC.technology**

14 Aug, 2020

Devika Sabu

Dear Devika,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,  
Yours Sincerely,

**{{Sig1\_es\_:signer1:signature}}**

Lokendra Sethi  
Vice President - Human Resources

EIT SERVICES INDIA PRIVATE LIMITED (Formerly known as Hewlett-Packard GlobalSoft Private Limited)  
Registered Office: 39/40, Electronics City, Phase II, Hosur Road, Bangalore – 560100 Karnataka, India  
CIN: U72300KA2000PTC026968 | T +91 80 33862147 | www.dxc.technology

HRD/1000846532/20-21

January 28, 2021

Mr. Aswin B Neelakandan  
Pukadichirayil (H) Chirayilpadom Road,  
Chalukunnu  
Kottayam-686001  
India

Ph: +91-7012870066

Dear Aswin,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **26-Apr-2021**.

**Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

**Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



11 March 2020

Ref. No.: G10X326

Arathy Soman  
Parackal House  
Vilanghu PO  
Kizhakkambalam  
PIN-683561



\_G10X

Dear Arathy,

**Re: Conditional Offer of Employment**

Congratulations!

You have successfully completed our initial selection process and we are delighted to offer you conditional employment in the position of "**Associate**" with GXX India Private Limited ("**G10X**").

You shall be scheduled for an initial training session for a period of 2-3 months starting from the reporting date.

The following are your reporting details for your training:

Reporting Location: **Cochin**

Reporting Date: **We shall inform you of your reporting date by September 2020, post successful completion of your graduation**

Contact Person: **Vijaya Talluri**

Email ID: **freshers@g10x.com**

During the training period, you will be paid a monthly stipend of **INR 10,000 (Ten Thousand Only)**. After successful completion of the training, your total annual compensation including all benefits and allowances ("**Cost to the Company**") will be **INR 4,00,000 (Four Lakhs Only)**.

Further details of your compensation post successful completion of your training will be provided to you in your final offer letter that will be issued to you on successful completion of the training by you.

Please note that all your applicable taxes resulting from the foregoing stipend and the Cost to the Company shall have to be borne by you, and they will be paid to you after deducting all statutory, income tax and required deductions.

As explained to you during the selection process, this offer is subject to:

- (i) satisfactory results from the background verification checks,
- (ii) your termination of employment with your present and previous employers in accordance with your employment contract with them (if applicable),
- (iii) clearance of all dues with your present and previous employers (if applicable),
- (iv) successful completion of graduation from the university you are presently undergoing graduation with 65% in aggregate, and
- (v) successful completion of the training that you will undergo with G10X.

Further terms of your training and employment (if you are selected after the internal training), will be communicated to you during your training.

To confirm your acceptance, you are required to send an email to [freshers@g10x.com](mailto:freshers@g10x.com) before 6 PM, 16<sup>th</sup> March 2020, confirming to us that you will join the training on the given date.

GXX INDIA PVT LTD (DBA G10X) - 8th FLOOR ALAPATT HERITAGE BUILDING, MG ROAD, KOCHI, 682035 - INDIA  
WWW.G10X.COM



Riya Sara Joy <riya.sara@mangalam.in>

**Fwd: UST - Letter of Intent**

1 message

Fri, Apr 8, 2022 at 10:42 AM

Agath Emmanuel <agathemmanuel@gmail.com>

To: "riya.sara@mangalam.in" <riya.sara@mangalam.in>

Agath Emmanuel

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

From: Campus Relations <Campus.Relations@ust.com>

Date: Thu, 21 Jan, 2021, 7:05 pm

Subject: UST - Letter of Intent

To: agathemmanuel@gmail.com <agathemmanuel@gmail.com>

Dear Agath Emmanuel,

Greetings from UST!

Thank you for applying with UST. Consequent to your application and interviews that were conducted, you have been shortlisted for the role of Associate Software Developer. Your Overall Annual Compensation will be INR 3.5 Lakhs Per Annum which includes fixed pay component of Rs. 3,32,500 and performance linked variable component of Rs. 17,500. You will be under a probation of 6 months from the Date of Joining. Any such offer will be at the sole discretion of UST and will be subject to UST's Standard Terms and Conditions of Employment.

The training will be conducted by UST post on-boarding you to the organization and training cost will be borne by us. The Date of Joining and on-boarding communication will be shared shortly. The batches will be staggered and there will be no change to the Date of Joining or the batch that you will be aligned to.

UST does not demand any money, directly or indirectly, for employment or training or as security deposit from the candidates. If you receive any such demand promising employment with UST, please contact the undersigned immediately.

This is not an offer for employment and is a subsequent revised communication on the Letter of Intent which was shared earlier.

Please write to [Campus.Relations@ust.com](mailto:Campus.Relations@ust.com) if you have any questions.

18-May-2021

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Aby Jose Jacob** is currently working in our firm HANOCH AUTOMATIONS PVT LTD . Hanoch Automations is the Automation Partner for Agappe and is presently working on the automation machine for i3 reagent filling machine . This machine is urgently required by Agappe for scaling up our production of DDimer, Ferritin, CRP reagent into cartridges. Presently Agappe supply 4 million Covid Prognosis tests to hospitals and labs across the nation per month. As per the Govt order, G.O.(Rt)No.383/2021/DMD Dated, Thiruvananthapuram, 16/05/2021 from DISASTER MANAGEMENT(A)DEPARTMENT, emergency organisations shall be permitted to function with limited work force. Under the circumstances, it is Agappe certified that the continuous functioning of Hanoch Automations is a pre-requisite for Agappe to manufacture the equipments for automation of i3 Reagent Filling, which in turn support to cater the Covid Prognosis testing reagents across the nation.

**For Hanoch Automations Pvt. Ltd**



**Thomas P Abraham**

**Managing Director**

Dear Mr. AKSHAY A S

We are pleased to offer you, the position of **PROJECTS CONTROLLER** with Druidic Energy Pvt Ltd (the 'Company') on the following terms and conditions:

### **1. Commencement of employment**

Your employment will be effective, as on 15<sup>TH</sup> November 2021

### **2. Job title**

Your job title will be **PROJECTS CONTROLLER**, and you will report to Mrs. Harshali Ranjith, HOD- ELECTRICAL DEPARTMENT.

### **3. Salary**

Your salary and other benefits will be as set out in Schedule 1, hereto.

### **4. Place of posting**

You will be posted at **Podipara Junction, Eraviparoor, Pathanamthitta, Kerala**. You may however be required to work at any place of business which the Company has, or may later acquire.

### **5. Hours of Work**

The normal working days are **Monday** through **Saturday**. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 0900hrs to 1730hrs and you are expected to work not less than 48 hours each week, and if necessary for additional hours depending on your responsibilities.



## **6. Leave/Holidays**

6.1 You are entitled to casual leave of 21 days (EXCLUDING SUNDAYS).

6.2 You are entitled to 9 working days of unpaid sick leave for the first six months. If you have not used up these leaves during that period, the accumulated leaves can be used as paid leave.

6.3 The Company shall notify a list of declared holidays in the beginning of each year.

## **7. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are set out in Schedule II hereto.

## **8. Company property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

## **9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.



## **10. Termination**

10.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

10.2 You may terminate your employment with the Company, without any cause, by giving no less than 1 months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

10.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

10.4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

## **11. Confidential Information**

11. 1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.



11.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any Means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

11.3 At no time, will you remove any Confidential Information from the office without permission.

11.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

11.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

## **12. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

## **13. Applicability of Company Policy**



The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, Working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

#### **14. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of High Court of KERALA only.

#### **15. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Sincerely,



Donna Stanley Ellen Koshy  
HR  
November 17, 2021





## Schedule I - Compensation Details

### Salary Structure

<b>BASIC SALARY</b>	<b>Rs. 10000/MONTH</b>
---------------------	------------------------

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

## Schedule II - Employee Duties & Responsibilities

### Duties & Responsibilities:

- You shall keep the works in confidentiality.
- Planning, co-ordination and supervision of technical aspects of solar projects.
- Solving technical issues.
- Responsible for operational level understanding of the requirement of the client/customer, Site Visits, Site feasibility & Solar Systems Design and complete execution.

**If the above mentioned terms and conditions are agreeable to you, please sign below. This signature shall be an agreement that you are willing to be a part of this company and all the values that it follows.**

---

**Mr. AKSHAY A S**





**27<sup>th</sup> September 2021**

**Mr. Alen Sebastian Thomas**

Kochi, Kerala.

**Dear Alen,**

**Subject: Letter of Intent**

This is with reference to your application and subsequent interview with us. We are pleased to offer you the position of **Technician in Engineering Department in Level 1** at **ibis Kochi City Centre** with effect from **01<sup>st</sup> October 2021** as per the salary package attached.

A detailed letter of appointment with terms and conditions will be issued to you in due course.

Please note that this offer of employment is subject to you being declared medically fit by a Company nominated Hospital/Doctor to discharge the duties and responsibilities inherent in this position.

The Company also undertakes reference checks/background verification and enquiry, as part of due diligence in the recruitment process, and should the Management find any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment/other related documents or thereafter as the case may be or if reference checks/background verification checks reveal any concern, the Management shall be free to revoke the offer without further reference to you.

As part of joining formalities, will be required to submit the following documents:

1. Color Photo id proof ( voter's I-card, driving license, etc.) with original documents
2. Permanent and present address proof
3. Pan Card & Adhaar Card
4. Date of birth proof
5. Last 3 Salary Slips
6. Relieving Letter & Experience Letter from previous employer
7. Educational certificates-10th,12th, graduation, post-graduation with original documents
8. Professional certificates-all experience letters, training certificates with original documents

**IBIS KOCHI CITY CENTRE**

.....

Padma Junction, M. G. Road, Kochi - 682 035, Kerala T + 91 (0) 484 7137137  
ibis.com - all.accor.com



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## Congratulations. You are offered Trainee - Software Engineer role in Eoxys systems.

1 message

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**Ramlaxman S** <ramlaxmans@eoxys.com>

Mon, 18 Jan, 2021 at 4:22 pm

To: alsufiyannazim5@gmail.com <alsufiyannazim5@gmail.com>

Cc: aprabhakar <aprabhakar@eoxys.com>, sailohitha <sailohitha@eoxys.com>, murugan <murugan@eoxys.com>, sandeep <sandeep@eoxys.com>

Dear Mr. Alsufiyan Nazim,

### **Congratulations!**

Welcome to Eoxys Systems India Pvt Ltd, Bangalore.

Subsequent to the written test and interview you had with us, you are offered the job with Eoxys Systems India Pvt Ltd as Software Engineer - Trainee. You are requested to confirm your acceptance within 5 days or on or before Jan 22,2021.

You will be placed on training for a period of 2 (Two) months with review after one month. Based on the successful completion of the training, you will be considered in the regular employment role.

You are requested to bring the following on the date of joining:

1. Photocopies of your academic certificate and original for verification.
2. PAN Card
3. Address and Identity Proof - Aadhar card/Voter's ID/Passport
4. Color Passport size photo -2

Regards,

S. Ramalakshmanan

Jan 18,2021

[www.eoxys.com](http://www.eoxys.com)



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**Congratulations. You are offered Trainee - Software Engineer role in Eoxys systems.**

1 message

Ramlaxman S <ramlaxmans@eoxys.com>

Mon, 18 Jan, 2021 at 4:22 pm

To: alsufiyannazim5@gmail.com <alsufiyannazim5@gmail.com>

Cc: aprabhakar <aprabhakar@eoxys.com>, sailohitha <sailohitha@eoxys.com>, murugan <murugan@eoxys.com>, sandeep <sandeep@eoxys.com>

Dear Mr. **Anal E S**

**Congratulations!**

Welcome to Eoxys Systems India Pvt Ltd, Bangalore.

Subsequent to the written test and interview you had with us, you are offered the job with Eoxys Systems India Pvt Ltd as Software Engineer - Trainee. You are requested to confirm your acceptance within 5 days or on or before Jan 22,2021.

You will be placed on training for a period of 2 (Two) months with review after one month. Based on the successful completion of the training, you will be considered in the regular employment role.

You are requested to bring the following on the date of joining:

1. Photocopies of your academic certificate and original for verification.
2. PAN Card
3. Address and Identity Proof - Aadhar card/Voter's ID/Passport
4. Color Passport size photo -2

Regards,  
S. Ramalakshmanan  
Jan 18,2021  
[www.eoxys.com](http://www.eoxys.com)



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218669976/Lucknow**  
**Date: 19/02/2022**

Mr. Aromel K S  
Kallattu(H),Poonjar South P.O.,,  
Poonjar South,  
Kottayam-686582,  
Kerala.  
Tel# -

Dear Aromel K S,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Xperience (detailed under Terms & 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.

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**TCSL/DT20218669976**

1



## **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 / Xperience 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.

## **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.

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TCSL/DT20218669976

3

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 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



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 recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve

TCS Confidential

TCSL/DT20218669976

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: [www.tcs.com](http://www.tcs.com)

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

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



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 TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### **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. 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:

(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**

<b>Name</b>	<b>Aromel K S</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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 / Xperience Program.

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

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

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



## **Confidentiality and IP Terms and Conditions**

### **1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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



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

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

## **3. Intellectual Property Rights**

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





## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2020

**Dear** Emmanuel Joseph Shaji ( B. Tech- EEE )

### **Congratulations!!!**

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

This is digitally generated soft copy hence signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



# HINDUSTAN PETROLEUM CORPORATION LIMITED

Sir JJ Road, Richardson and Cruddas Building Byculla, MUMBAI

Maharashtra - 400001

Phone No: 022-23768082/ Fax: 022-22613427

Email: apprentices@hpcl.in

File No: WMHMCC000051

Date: 20-Feb-2021

## **AWARD LETTER TO GRADUATE APPRENTICE TRAINEE (ENGINEERING) POSITION UNDER THE APPRENTICE ACT, 1961**

With reference to his / her application and subsequent interview **Shri / Smt./ Kumari**

**Jebin Mathew Jose** is hereby informed that he / she is

selected for undergoing apprenticeship training for a period of ONE YEAR as Graduate Apprentice at

### **HINDUSTAN PETROLEUM CORPORATION LIMITED**

under the provisions of the Apprentices Act, 1961. He / She is hereby advised to report to the Officer mentioned below at

**Reporting venue:**

HPCL, VDPL, DharmapuriHPCL-DHARMAPURI TERMINAL  
SIVADI VILLAGE  
PAHALAHALLI POST  
NALLAMPALLI TALUK  
DHARMAPURI - 636807  
Dharmapuri, Tamil Nadu-636705

**Report To:**

MOHANKUMAR A  
30067350  
amohan@hpcl.in  
919327226605

**On / At:**

01-Mar-2021 9.00 AM

**Stipend Amount:**

Rs. 25,000.00 /-

**Google Coordinates:** 12.0302181,78.104808

The candidate is also advised to produce the original certificates issued by competent authority in support of his / her age, qualification, Community (SC/ST/OBC/ PH candidates only) etc, for verification for verification at the time of reporting. The reference list of documents is mentioned on the general instructions given

The candidate is also advised to read and follow the general instruction given overleaf.

**Please note that, after acceptance of the training offer, if you fail to report on the above mentioned date at the above location, this offer shall automatically stand cancelled and no further correspondence will be entertained/accepted in this regard.**

Kindly reach out to the Establishment for additional details.

**To**

Jebin Mathew Jose(SKLG088200500005)

Aruvappulam

Padappackal Puthen Veedu Aruvappulam PO Konni,

PATHANAMTHITTA, KERALA - 689691

jebinmathewjose@gmail.com

7034457312

**Michael Daniel Khandagale,  
CHIEF MANAGER- HR MARKETING**

## GENERAL INSTRUCTIONS

1. The candidate is advised to produce following documents at the time of reporting.

1	Valid ID Card (Voter ID, Driving License, Aadhar Card, Passport, etc.)
2	PAN Card
3	SSC Mark sheet
4	HSC Mark sheet
5	Proof of Date of Birth (Birth Certificate/SSC Mark sheet)
6	Original Degree Mark sheets- Consolidated/All semesters
7	Final Degree Certificate
8	PwD Certificate, if applicable
9	Caste Certificate, if applicable
10	Police Verification Certificate
11	Bank E-mandate

2. Candidate will have to sign a contract of apprenticeship with HPCL to undergo apprenticeship training under the Apprentices Act, 1961. Candidate is advised to upload documents related to their educational qualification, Government ID i.e., Aadhar or PAN Card and latest passport size photograph on the portal-site developed by the Central Government under the link "mhrdnats.gov.in" within seven

3. The candidate should understand clearly that the training under the Apprentices Act is for a period of one year only and there is no obligation on the part of the employer to offer any employment after completion of apprenticeship Training. Candidate is also informed that HPCL has no absorption policy for "Graduate Apprentice Trainee (Engineer)".

4. Currently, for recruitment of Regular Officers in the Corporation, advertisements are published in most newspaper and also on HPCL website- [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). After completion of your apprenticeship training, candidate may wish to apply against such notification published on our website/newspapers and the selection in the position would be subject to their meeting the said

The corporation policy accorded to the apprentices in the process of regular selection is as under:

**"The Apprentices who would successfully complete the period of apprenticeship training in the Corporation would be accorded relaxation / preference in the Recruitment norms. Such relaxation would be accorded in two stages i.e. (i) with regard to relaxation in age while computing the eligibility of a candidate (Graduate Apprentice Trainee) to the extent of the period for which the concerned applicant Graduate Apprentice Trainee had undergone Graduate Apprenticeship training in any of the Corporation's establishment, not exceeding one year and (ii) according additional 5% of the marks, such apprentice secures in the Computer Based Test (CBT), and reckoning such grace marks along with the marks secured by the candidates in the CBT exam for the purpose of shortlisting of the candidates for subsequent stage of selection. It is clarified that mere successful completion of Apprenticeship Training in the Corporation would not accord any right of recruitment / selection, save**

5. As a part of the Apprenticeship training, candidate may be deputed to more than one location anywhere in India to provide them with relevant training exposure.

6. The candidate is expected to abide by the rules and regulations of the establishment in all matters of conduct and discipline and carry out all lawful orders of the authorities in the establishment.

7. The candidate should maintain a work diary during the period of training and submit the same periodically to the authorities of the establishment.

8. The candidate is NOT ELIGIBLE to undergo apprenticeship training if/ (a) he/she has already undergone apprenticeship training under the Apprentices Act or (b) he/she had training/work experience for a year or more or (c) presently undergoing Apprenticeship Training elsewhere.

9. The stipend as stipulated by the Apprentices Act shall be paid by the employer to the apprentice, before 10th of succeeding month. The current monthly stipend fixed for Graduate Apprentice Trainee is

10. The candidate is required to make their own stay/accommodation/transportation arrangement at the training location.

11. The Candidate is expected to adhere to all Covid-19 SOP guidelines at the training location such as showing Arogaya Setu App Status, checking of body temperature, wearing of masks, etc.

**12. Furnishing of wrong/false information will lead to disqualification and HPCL will not be responsible for any of the consequences of furnishing such wrong/false information. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong intimation and or suppressing of any material fact is detected / noticed even after engagement, his/her training will be liable for termination without any further notice. Canvassing in any form during any stage of engagement process will lead**



18 Mar, 2021

Jeffi M Jinu

Dear Jeffi,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include but not limited to criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,  
Yours Sincerely,

**{{Sig1\_es\_:signer1:signature}}**

Lokendra Sethi  
Vice President - Human Resources



18 Mar, 2021

Jeffi M Jinu  
Chiramel JR Cottage, Ammencherry P.O, Kottayam, Kerala  
Kottayam, 686561  
India

Dear Jeffi,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Associate Professional Software Engineer at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 30 Mar, 2021.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

Kindly note that considering the current pandemic situation, you are required to work from home. Once the situation normalizes, as determined by DXC, you would be required to report to any of DXC offices across the country based on information provided by your manager.

## **1 PAY and BENEFITS**

Your Fixed Gross Salary will be INR 360,000.00 per annum.

### **1.1 Basic Salary**

You will be eligible for a Basic Salary. The amount towards the basic salary is INR 180,000.00.

### **1.2. Flexible Benefit Plan (FBP):**

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

### **1.3. Provident Fund:**

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

### **1.4. Gratuity:**

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.



### **1.5 Variable Pay Program**

You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

### **1.6 Insurance**

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium equivalent to Rs 13,976 will be borne by the Company and is over and above your fixed gross salary, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

### **1.7. Leave**

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the company policy.

## **2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT**

### **2.1. Your job classification detail is as listed below:**

Job Function: Technology Applications Group  
Job Family: Software Engineering  
Job Title (Internal): Associate Professional Software Engineer  
Salary Grade: 51007431

### **2.2. Work Place**

You are initially appointed to work in our office in Bangalore. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

### **2.3 Probation**

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

### **2.4 Transfer**

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

### **2.5 Retirement**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

## **2.6 Notice for Separation/ Termination**

- i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.
- ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.
- iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% FBP only.

## **2.7 Conflict of Interest**

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

## **2.8 Standards of Business Conduct**

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

## **2.9 General Conditions**

- 1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
- 2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.
- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

Thanking You,  
Yours Sincerely,



**{{Sig1\_es\_:signer1:signature}}**

**Lokendra Sethi**

Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

**{{Sig1\_es\_:signer2:signature}}**

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Jeffi M Jinu

**{{Dte\_es\_:signer2:date}}**

**Candidate Physical Signature (to be completed first day of work):**

I accept the above referred Pay and Benefits and the general terms and conditions of employment

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First Name Middle Name Last Name

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Date

---

Place

---

## **Annexure II**

**Flexible Benefits Plan (FBP)**

Job Family: Software Engineering

Title: Associate Professional Software Engineer



1 a. House Rent Allowance

**Maximum Limit:** 50% Of Annual Basic

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord

1 b. Actual Rent paid towards Company Leased premises

**Maximum Limit:** 100% of Annual Basic

**Supporting Documents:** Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2018 to 2021.)

**Maximum Limit:** 20% of Annual Basic subject to a maximum of Rs. 200,000

**Supporting Documents:** Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)

**Maximum Limit:** Rs. 2,400 per annum

**Supporting Documentation:** Declaration and submission of receipts

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)

**Maximum Limit:** Rs. 7,200 per annum

**Supporting Documentation:** Declaration and submission of receipts

5a. Company Car Program

Lease rental as per vehicle of choice

5b. 40% of Transport Allowance or Rs. 3,60,000 per annum whichever is lesser

5c. Chauffeur Allowance is a sub limit of 40% of Transport Allowance or Rs. 3.6 lacs whichever is less with a maximum allowance of Rs.1,44,000 per annum

5d. Fuel and Maintenance Allowance: Balance of Total Entitlement less Chauffeur Allowance

6. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)

**Maximum Limit:** Rs.26,400

**Supporting Documentation:** As per program guidelines

7. Bonus/Exgratia – For those earning basic salary up to Rs. 21, 000/–pm, advance Bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

8. Transport Allowance through Payroll – Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

**Maximum Limit:** 100% of FBP Declaration

9. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month

**Maximum Limit:** INR 18,000 per annum

**Supporting Documentation:** Declaration and submission of receipts

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

\* Employees can purchase a vehicle with max ex–showroom price + Accessories of INR 9,00,000. The tenure of the lease is 3 years. Please refer to the policy for more details.

**Guidelines governing Flexible Benefits Plan (FBP)**

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another.
  - b) Change of grade/level.
  - c) Change of residential accommodation.
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents
4. While selection of the menu of benefits and spending the same, the employee must ensure that he/ she should not draw more than:
  - a) 25% of the annual kitty in Q1
  - b) 25% of the annual kitty in Q2 & balance of Q1, if any
  - c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 – April, May, June
- b) Q2 – July, August, September
- c) Q3 – October, November, December
- d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

### **Mandatory Documents List**

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately



2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer

**Original Required for Verification:** Yes

**No. of Copies:** Two

2 Letters supporting Employment viz., Offer letter, Service Certificate

**Original Required for Verification:** Yes

**No of Copies:** Two

3 Salary details of previous Employment

**Original Required for Verification:** Yes

**No. of Copies:** Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree

**Original Required for Verification:** Yes

**No of Copies:** Two

5 Copy of PAN card/Application ID for PAN card applied

**Original Required for Verification:** No

**No. of Copies:** One

6 Age Proof Copy of Passport or Pan card or Driving license

**Original Required for Verification:** No

**No. of Copies:** One

7 Photo identity proof Copy of PAN Card or Passport or Driving license

**Original Required for Verification:** No

**No of Copies:** One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name

**Original Required for Verification:** Yes

**No of Copies:** One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.

**Original Required for Verification:** Yes

**No of Copies:** Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

**Agreement Regarding Confidential Information and Proprietary Developments India**



Jeffi M Jinu

**1. Consideration and Relationship to Employment.** As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

**2. Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

**3. Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or



demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

**4. Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

**5. Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

**6. Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

**7. Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its



related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

**8. Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post–employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

**9. Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

**10. Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

**11. Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

**12. Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully



understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

**FOR Company**

**{{Sig1 es :signer1:signature}}**

**Lokendra Sethi**

Vice President - Human Resources

**FOR Employee**

**Name : Jeffi M Jinu**

**{{Sig1 es :signer2:signature}}**

**Date : {{Dte es :signer2:date}}**

Date: 31<sup>st</sup> July, 2021

MR. MITHUN MOHANAN,  
THONIPURACKAL THEKKETHIL,  
NIRANAM P.O THIRUVALLA, PATHANAMTHITTA,  
KERALA - 689621  
Mobile No: +91 9447886096  
E Mail:mithunmohanan77@gmail.com

### LETTER OF INTENT – TRAINEE ENGINEER

Dear Mr. MITHUN MOHANAN,

Following our recent interviews and discussions, we are delighted to offer you the position of **TRAINEE ENGINEER under** Project Department with Ingenious Power & Control Systems Pvt. Ltd. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of “Team IPCS”, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of IPCS. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

We are confident that you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

#### BASIC TERMS:

Title	: <b>TRAINEE ENGINEER</b>
Grade	: “C”
Location	: COCHIN (Will transfer to any other branch as and when it required)
Start date	: 01 <sup>st</sup> August, 2021
Remuneration	: (Will honor the salary we offered during interview)
ESI & PF	: (As per applicable statutory laws)
Probation	: 90 Days



**TERMS OF EMPLOYMENT IN  
DETAIL**

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**PROBATION PERIOD:**

In general, 90 days from the date of commencement of employment shall be considered as probation period. During this period you will have no right to avail any facilities as the permanent employees. A periodical appraisal will be conducted by your HOD in-order measure your performance in relevant areas. Revision of salary and promotions are purely based on your performance. You are not eligible for any Casual Leaves on probation period, but you will get one day week off.

During probation period the Employer has the right to terminate the Employee from the organization without any advance notice if the performance, attitude, skills and other employment-related attributes and characteristics of the Employee are against the Company Policies. Employee has no right to terminate his employment without any prior notice to the company during the probation.

**NATURE OF JOB:**

As an Engineer, in Technical Department, you are supposed to deliver your knowledge and technical skills in-order to take up and finish technical jobs listed by organization. Maintenance / servicing the equipment's and products, Provide Support to Training Division For train the candidates. Provide technical support for designing and executing different projects in BMS and Industrial automation site. Organizing/Conducting technical training programs to corporate and individuals, training and project support in industrial automation and BMS sectors. Provide feedbacks/Input to different marketing activities,

**OTHER RESPONSIBILITIES:**

You will be considered for assisting or executing suitable works manage by IPCS Executive Body as and when it required.

**MEDICAL FITNESS:**

Your appointment will be subject to being medically fit at the commencement of and at any time during the tenure of your employment with the company; the company has a right at all times to send you for a medical checkup to ascertain your fitness for the job.

**CONFIDENTIALITY OF SERVICE:**

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential any information, instruments, documents etc., relating to the company that may come to your professional knowledge as an employee of the company.

**CONFLICT OF INTEREST:**

You shall not during the continuance of this contract, except with the knowledge and consent of authorized person of firm allowed to engage in any activity which will affect the business of this firm. Even after the termination of contract with our organization on mutual interest, you should not to use our confidential data and be in alliance with our competitors for another 1 year period of time with effect from the date of last day of working with our organization. Company has full authority to take legal actions against the employee in- case if such incidents are occurring.

**LEAVE POLICY:**

You will earn CL (Casual Leaves) at the rate of one (1) day per month. You can avail maximum of 3 CL together in a quarter. No CL is allowed to carry forward to next quarter. IPCS offers 12 Calendar Holidays and 2 additional paid leaves apart from the casual leaves. All other leave will cause LOP (Loss of Pay). Sundays are normally considered as Holidays. However, you will have to be present at the office if your works highly demands you to do so. Any form of leave should be reported and prior permission should be taken from Branch Manager. Please note that Leave policy will applicable only after the Probation Period, under probation period you have only week Holidays and Calendar holidays

**SCOPE OF TRANSFER:**

Since IPCS has branches in different location, you should be willing to work in any of our branches as and when it required. Management has full right to take decision in this regard.

**GROUP BENEFITS:**

By honoring your employment with our organization, you will be paid monthly remuneration for which you will have to work from 9.00am to 5.30pm from Monday to Saturday. You will have to extend hours of duty if your job demand to do so. Company has the right to make changes on your duty hours in time to time and for which there won't be any additional payment applicable. Other benefits can be availed according to IPCS Corporate Travel and Communication Policy. Bonus and Festival allowances are applicable only for the employees those who complete 1 year service with IPCS.

**REPORTING RELATIONSHIP:**

You will be reporting to Head of the Department. Necessary formats will be given once you are employed.

**TERMINATION OF CONTRACT:**

This arrangement may be terminated by either party upon giving notice in writing to either party. We insist 30 days as formal notice period. 30 Days’ notice period will not be workable incase if you are in middle of any project. In such cases, you will have to be with the organization until completion of the specified work take up by you. Certificate of Experience shall not be given in case if you are not completing 1 year period with IPCS. You will not be given the last month pay incase if you don’t serve the company for 30 days with effective from the date of resignation. Company can take Legal Action against You

The Employer shall terminate the employment contract or take a disciplinary action on the Employee at any time without advance notice if found guilty for any action against the company policies, in such cases the benefit of notice period will not be applicable.

**BOND AND COMMITMENT:**

Your minimum contractual period with us will be for 1 year. Upon signing this document you agreed to deliver your knowledge and experience to the company. We are expecting your employment with our organization for long time. By employing you we anticipate an unlimited growth potential for both our organization and for you.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,



Binjo R B  
HR Manager- Ingenious Power & Control Systems Pvt Ltd

With the signature below, I accept this offer for employment.

\_\_\_\_\_  
Name:

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



UST/74865017/6518079  
12/05/2021

NEHNU BASHEER  
Trivandrum

Sub: Letter of Offer

Dear NEHNU,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to offer you a career with US Technology International Private Limited ('US Technology'). Please accept our heartiest congratulations.

If you accept this offer and join our services, you will be designated as "Assoc. Software Developer", A1.

Your employment will be subject to the Standard Terms and Conditions of Employment of US Technology and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-Competition Agreement when you join the employment of the Company.

The Overall compensation offered to you is Rs.350,000.00/- (Rupees Three Lakh Fifty Thousand) per annum, which will include an Annual Variable Pay of upto a maximum of Rs.17,500.00/- (Rupees Seventeen Thousand Five Hundred) per annum subject to the policy of US technology in this regard. Please find details of the compensation and benefits you are being offered in Annexure 1.

This offer of employment with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that: -

- i. Prior to joining our employment, you have terminated your employment with your current/previous employer in accordance with the terms and conditions of the said employment.
- ii. On joining our employment, there are no continuing obligations or restrictions which apply to you vis-à-vis any of your previous employments.
- iii. You are not restricted, prohibited or constrained from accepting this offer of employment from US Technology and that you have not, during the course of your previous employment/s entered into any agreement/arrangement which in any way restricts prohibits or debar you from accepting the offer made by US Technology.
- iv. That no amounts will be due and payable by you to your previous employer/s.
- v. On joining our employment that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproduction of any aforementioned items belonging to your previous employer/s.

This offer will be valid till 18/05/2021. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on or before 18/05/2021. If you are accepting our offer letter, please send us your confirmation within 72 hours.

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If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

If you accept this offer of employment, you are required to join your employment on or before 18/05/2021. If you are unable to report on the above date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at US Technology's sole discretion.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,  
for US Technology International Private Limited

**Accepted**



**Vinesh George**  
**Group Manager HR**

NEHNU, BASHEER

Encl : Annexure 1  
Annexure 2

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## **Annexure 1 (A)**

Name: NEHNU BASHEER,  
Designated as: "Assoc. Software Developer"

<b>Components</b>	<b>Monthly Salary</b>	<b>Annual</b>
Basic Salary	8,312.50	99,750.00
House Rent Allowance	3,325.00	39,900.00
Education Allowance	200.00	2400.00
Bonus Ex-Gratia	1,662.50	19,950.00
Other Allowance	11,992.71	143,912.50
Employer Contribution to PF***	1,800.00	21,600.00
Gratuity	415.62	4,987.50
Variable Pay		17,500.00
Cost to the Company (CTC)		350,000.00

**\*\*\* Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.**



## **Annexure 1 (B)**

### **Allowances Optional**

Please note that you have an option to choose between

- (1) Food Allowance
- (2) Leave Travel Assistance.

Subject to the detailed rules in relation to each of these allowances, you can avail of any or all of these four tax-saving allowances. If you do not opt for any of these, the respective amounts will be taxable and be paid as part of "Other Allowances".

### **Food Allowance**

Sodexo Coupons will be issued for Rs. 1,000/- , Rs.2500/- or Rs.3000/- against Food Allowance for those who opt for the same. This will attract 3% service charges. The amount deducted from your salary against food allowance is entirely non-taxable.

### **Leave travel assistance**

LTA (12.5% of basic pay) amount will be non-taxable only on submission of bills and will be paid at the end of each calendar year against the appropriate enclosures/bills produced with the appropriate form duly filled as per US Technology's policy and Income tax laws in force at the time of claim.

Please note that the above non-taxable components may change from time to time according to the company policy.

### **National Pension Scheme (Optional)**

National Pension scheme (NPS) is a pension system regulated by the Pension Fund Regulatory and Development Authority (PFRDA), with objective to provide social security in India. Enrolment to NPS is purely voluntary. NPS provide old age retirement income along with tax exemption

### **Gratuity**

You will be entitled to payment of gratuity strictly as per rules under the Payment of Gratuity Act, 1972.

### **Annual Variable Pay**

The Variable Pay will be performance-based, and determined based on objective and quantitative indicators that determine how well you have met the performance objectives. The details of your objectives, and parameters used for determining the variable pay component will be communicated to you on joining employment. You will be eligible for bonus only after successful completion of one year of employment with US Technology.

### **Tax**

Tax implications arising out of this structure would be borne by you.

### **Location**

The initial place of work would be Thiruvananthapuram, Kerala. US Technology reserves the right to change your place of work in its sole discretion.

### **Termination of Service**

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1. During your employment with US Technology, a notice of two months is required to terminate employment from either side. The Company may terminate your employment by payment in lieu of the two months' notice, without assigning any reason whatsoever, at the sole discretion of the Company.
2. You may deliver the notice of termination by hand to your Department Manager or by Registered post to your Department Manager and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the latter case. Service of notice of termination from the Company will be deemed to be complete on the date of dispatch of such notice by registered post to the address furnished by you and available as per our records or on hand delivery of the notice to you, whichever is earlier. However, where the circumstances so warrant, the Company reserves the right to terminate your employment with immediate effect.

## **Increments and Promotions**

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the Company, as determined by the management through periodic performance appraisals.

## **Compliance to Quality Standards**

You will be required to understand and implement standard procedures evolved at US Technology International Private Limited for SEI CMMI / PCMM. Your attitude toward adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

## **Background Verification**

You have been employed on the basis of the particulars furnished by you. In case the said particulars are found to be incorrect or it is found that you have concealed or withheld any relevant facts, your employment with the Company shall stand terminated / canceled forthwith without any notice.

## **Medical**

Your employment may be terminated forthwith by written notice by the Company, on the basis of medical advice it deems acceptable, that you have become physically or mentally disabled or incapacitated during your employment with the Company to such an extent that you are unable to effectively perform the duties entrusted to you during the course of your employment.

## **Working Hours**

The normal working hours are from 8.30 am to 6 pm. Monday through Friday. Saturday and Sunday are holidays. The company reserves the right to alter or modify its working hours or holidays temporarily or permanently.

## **Dress Code**

All employees of the company can wear business casuals on all working days. Dress code classification are as follows:

- Men : Casual half sleeved shirts, plain polo shirts, Tees with round necks (turtle necks included), collars dress shirts, sweaters and turtlenecks are acceptable attire for work, Suit jackets or sports jackets, Slacks that are similar to Dockers cotton or synthetic material pants, wool pants, flannel pants and synthetic pants, Chinos, Corduroys, Cargos, presentable jeans are acceptable.



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Women : Jeans, slacks that are similar to Dockers cotton or synthetic material pants, Plain polo shirts, dress shirts, blouses, sweaters and suit jackets. Casual dresses, kurta churidars/salwars, skirts and skirts that are split at or below the knee are acceptable. Casual tops, Tees with round necks, collars (turtle necks included), Culottes/Parallels (below knee), preferable jeans Leggings can be worn only with long kurtas or tops.

## **Duties and Responsibilities**

1. You will be required to serve in the assigned position or in such other capacities, consistent with your status and position in the Company, as may be requested from time to time by the Company.
2. In the course of your employment, the Company will expect you to display a high standard of initiative, efficiency and economy. You shall diligently, faithfully and to the best of your abilities perform the duties and services related to your assigned post as well as such additional or different duties and services consistent with your position, as you may be reasonably be directed to perform by the Company from time to time. For the performance of all such duties and services, you shall use all the knowledge, skill and experience that you possess, to the entire satisfaction of the Company.
3. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the Company's image as suppliers of quality software and services.
4. You shall devote your full time and attention during your employment with the Company exclusively to the business and affairs of the Company and shall not, during your employment with the Company, without the prior written consent of the Company, directly or indirectly, carry on or be engaged, concerned or interested in any manner whatsoever in any other employment, business, trade or occupation, either on a part-time or full-time basis, in an honorary capacity or otherwise, either during or after normal business hours.

## **Confidentiality**

1. You agree to sign and be bound by the terms of the Non-Disclosure, Non-Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter.
2. Further, the Executive also agrees to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time.
3. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure will be considered a serious misconduct and breach of the terms of your employment.

## **Posting / Transfer of Service**

While your initial place of work is as intimated in your Letter of Offer, you are liable to be transferred to any department / division of the Company / its business associates' / clients, in India or abroad, as required by the exigencies of the business at the discretion of the Company. You may be required, from time to time, to travel to locations outside your place of posting, within India and abroad, on short notice.

## **Travel**

You may be required, from time to time, to travel to locations outside your place of posting, within India and abroad, on short notice.

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## Expenses

Upon presentation of appropriate documentation, the Company shall reimburse to you all reasonable and necessary out-of-pocket expenses, including travel expenses, actually incurred by you in the course of your employment. The Company has policies and procedures in relation to the reimbursement of such expenses that may be revised from time to time. The reimbursement of expenses shall be subject to the same having been incurred and accounted for in accordance with the said policies and procedures in effect. The Company reserves the right to correct an adverse expense balance by making the necessary deductions from any amounts due to you from the Company.

## Intellectual Property Rights

1. Your duties in the course of your employment are expected to generate programs, softwares, tools, workflows, in which copyright or other intellectual property may subsist. All intellectual property rights, in India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time), invention, discovery, ideas, techniques, machines, methods, processes, uses, products, devices, codes, configurations of any kind and improvements made to any of the above, or in any other matter including but not limited to computer software, conceived / created / made fully or in part (whether or not during regular office / business hours and whether alone or in conjunction with others,) by you, during the period of your employment with the Company, shall be disclosed in writing to the Company immediately on such conception, creation or making and shall stand automatically vested in and be the sole and exclusive property of the Company. By accepting this employment, you have undertaken to execute and register any and all necessary documents, and do whatever else may be necessary as may be determined by the Company in its discretion, at the cost of the Company, even after your employment has ended, to further confirm the above ownership rights in favour of the Company. You also explicitly waive all moral rights in your contribution to the business of the Company.
2. You shall keep all such intellectual property of the Company confidential and shall use all Such property strictly in accordance with the terms of your employment for the sole benefit of the Company.

## Non-Solicitation

1. During your employment with the Company and for the one (1) year period thereafter, you shall not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, knowingly solicit, aid or induce any employee of the Company to leave such employment in order to accept employment with or render services to or with any other person, firm, corporation or other entity unaffiliated with the Company or knowingly take any action to materially assist or aid any other person, firm, corporation or other entity in identifying or hiring any such employee.
2. During your employment with the Company and for the one (1) year period thereafter, you shall not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity knowingly solicit, aid, entice or induce any customer or potential customer of the Company away from the Company or assist or aid any other persons or entity in identifying or soliciting, enticing etc. any such customer.
3. The obligations contained in this clause shall survive the termination of your employment with the Company and shall be fully enforceable thereafter.

## Disciplinary Procedures and the Company Policies

In addition to the terms specified herein, you shall be liable for disciplinary action including warning, deduction from remuneration, suspension, demotion, denial of promotion and/or increment, discharge,

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dismissal etc. for acts and omissions constituting misconduct and violations of the code of behavior in accordance with the policy of the Company. The said policy shall be treated as part and parcel of this Agreement. The Company may amend / alter the said Policy at its sole discretion. Pending disciplinary action, you may be suspended from service.

## **Training**

You may also be selected or sponsored by the Company for receiving training with the Company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

## **Passport & Driving License**

It is very important for you to have a valid passport and a 4 wheeler-driving license. If you do not have it, you are required to apply for them immediately.

## **Other Rules and Regulations**

During your employment with the Company, you shall be subject to such rules and regulations and policies of the Company as may be made applicable and revised at the Company's discretion from time to time, irrespective of whether the rules and regulations or policies or any changes therein are individually notified to you. The rules and regulations are documented in the employee hand book and also published in the company intranet. We request you to go through the same. You are required to adhere to them strictly, failing which the Company reserves the right to take appropriate action, including dismissal from service, depending on the severity of the violation.

## **Address & Other Details**

1. You shall advise the Company of the address to which communications to you should be sent by post. All notices and other communication sent to you at such address shall be deemed to have been properly sent by us and received by you.
2. You shall keep the Company informed of the changes, if any, in respect of your address and also of any change in your civil or marital status and other such matters. Your address / status shall be as last advised by you to the Company (in writing).

## **Consequences of Termination**

On termination / cessation of your employment with the Company, for whatever reason, you will return to the Company:

- i. any item belonging to the Company such as laptop computer with all software and data therein, with details of any passwords which you may have installed;
- ii. every Company document (including electronic documents) of whatever description in your possession or control, together with any copies, notes or summaries of such documents and your own working papers, for all of which your undertake to make a diligent search;
- iii. any other Company property in your possession or control;
- iv. immediately repay all outstanding debts and loans due to the Company and the Company is hereby authorized to deduct from any monies due to the Employee a sum in repayment of all or any part of any such debts or loans; and
- v. Strictly comply with all continuing obligations including obligations of confidentiality, non-disclosure and non-competition.

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## **Warranty**

You represent and warrant to the Company that the terms and conditions of your employment are legal, valid and binding upon you and acceptance of the same by you and the performance of your obligations pursuant to your employment by the Company does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment agreement/s).

## **Jurisdiction**

Your employment shall be governed by and construed in accordance with the laws of India and the courts of Trivandrum shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

## **Amendments**

The Company, at its discretion, may alter, replace or annul any of the above, should circumstances so warrant either as a result of statute or otherwise.

\* \* \* \* \*



## **Annexure2**

Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet [consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Latest 3 salary slip or salary certificate from most recent employer
4. Experience certificate from all previous employers
5. UST offer letter signed
6. Passport (with ECNR stamp)
7. Proof of identity i.e. PAN card, Aadhar Card and Passport
8. Passport size photograph (1 copy)
9. Your income & investment declaration in the Form 12C. (Non-submission of this form will be treated as you do not have income from any other sources apart from your salary income from US Technology International Private Limited.)

*\*\*Please note that this offer letter covers all the commitments made on behalf of US Technology International Private Limited towards your employment with the company. It is your responsibility to ensure that any or all commitments made verbally during the selection process are documented prior to joining US Technology. Please note that the company will not be responsible for any verbal commitment made to the candidate except for those that are specifically documented in these pages.*

\* \* \* \* \*



18 Mar, 2021

Nithin Abraham

Dear Nithin,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include but not limited to criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,  
Yours Sincerely,

**{{Sig1\_es\_:signer1:signature}}**

Lokendra Sethi  
Vice President - Human Resources



18 Mar, 2021

Nithin Abraham

Nithin Abraham, Chakkuparampil (H), Noorommav P.O, Anicadu, Punnaveli, Pathanamthitta, Kerala

Pathanamthitta, 689589  
India

Dear Nithin,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Associate Professional Software Engineer at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 30 Mar, 2021.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

Kindly note that considering the current pandemic situation, you are required to work from home. Once the situation normalizes, as determined by DXC, you would be required to report to any of DXC offices across the country based on information provided by your manager.

## **1 PAY and BENEFITS**

Your Fixed Gross Salary will be INR 360,000.00 per annum.

### **1.1 Basic Salary**

You will be eligible for a Basic Salary. The amount towards the basic salary is INR 180,000.00.

### **1.2. Flexible Benefit Plan (FBP):**

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

### **1.3. Provident Fund:**

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

### **1.4. Gratuity:**

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.



### **1.5 Variable Pay Program**

You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

### **1.6 Insurance**

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium equivalent to Rs 13,976 will be borne by the Company and is over and above your fixed gross salary, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

### **1.7. Leave**

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the company policy.

## **2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT**

### **2.1. Your job classification detail is as listed below:**

Job Function: Technology Applications Group  
Job Family: Software Engineering  
Job Title (Internal): Associate Professional Software Engineer  
Salary Grade: 51007431

### **2.2. Work Place**

You are initially appointed to work in our office in Bangalore. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

### **2.3 Probation**

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

### **2.4 Transfer**

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

### **2.5 Retirement**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.



## **2.6 Notice for Separation/ Termination**

- i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.
- ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.
- iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% FBP only.

## **2.7 Conflict of Interest**

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

## **2.8 Standards of Business Conduct**

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

## **2.9 General Conditions**

- 1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
- 2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.
- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

Thanking You,  
Yours Sincerely,



**{{Sig1\_es\_:signer1:signature}}**

**Lokendra Sethi**

Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

**{{Sig1\_es\_:signer2:signature}}**

---

Nithin Abraham

**{{Dte\_es\_:signer2:date}}**

**Candidate Physical Signature (to be completed first day of work):**

I accept the above referred Pay and Benefits and the general terms and conditions of employment

---

First Name Middle Name Last Name

---

Date

---

Place

---

## **Annexure II**

**Flexible Benefits Plan (FBP)**

Job Family: Software Engineering

Title: Associate Professional Software Engineer

1 a. House Rent Allowance

**Maximum Limit:** 50% Of Annual Basic

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord

1 b. Actual Rent paid towards Company Leased premises

**Maximum Limit:** 100% of Annual Basic

**Supporting Documents:** Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2018 to 2021.)

**Maximum Limit:** 20% of Annual Basic subject to a maximum of Rs. 200,000

**Supporting Documents:** Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)

**Maximum Limit:** Rs. 2,400 per annum

**Supporting Documentation:** Declaration and submission of receipts

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)

**Maximum Limit:** Rs. 7,200 per annum

**Supporting Documentation:** Declaration and submission of receipts

5a. Company Car Program

Lease rental as per vehicle of choice

5b. 40% of Transport Allowance or Rs. 3,60,000 per annum whichever is lesser

5c. Chauffeur Allowance is a sub limit of 40% of Transport Allowance or Rs. 3.6 lacs whichever is less with a maximum allowance of Rs.1,44,000 per annum

5d. Fuel and Maintenance Allowance: Balance of Total Entitlement less Chauffeur Allowance

6. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)

**Maximum Limit:** Rs.26,400

**Supporting Documentation:** As per program guidelines

7. Bonus/Exgratia – For those earning basic salary up to Rs. 21, 000/–pm, advance Bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

8. Transport Allowance through Payroll – Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

**Maximum Limit:** 100% of FBP Declaration

9. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month

**Maximum Limit:** INR 18,000 per annum

**Supporting Documentation:** Declaration and submission of receipts

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

\* Employees can purchase a vehicle with max ex-showroom price + Accessories of INR 9,00,000. The tenure of the lease is 3 years. Please refer to the policy for more details.

**Guidelines governing Flexible Benefits Plan (FBP)**

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another.
  - b) Change of grade/level.
  - c) Change of residential accommodation.
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents
4. While selection of the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:
  - a) 25% of the annual kitty in Q1
  - b) 25% of the annual kitty in Q2 & balance of Q1, if any
  - c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 – April, May, June
- b) Q2 – July, August, September
- c) Q3 – October, November, December
- d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

### **Mandatory Documents List**

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately



2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer

**Original Required for Verification:** Yes

**No. of Copies:** Two

2 Letters supporting Employment viz., Offer letter, Service Certificate

**Original Required for Verification:** Yes

**No of Copies:** Two

3 Salary details of previous Employment

**Original Required for Verification:** Yes

**No. of Copies:** Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree

**Original Required for Verification:** Yes

**No of Copies:** Two

5 Copy of PAN card/Application ID for PAN card applied

**Original Required for Verification:** No

**No. of Copies:** One

6 Age Proof Copy of Passport or Pan card or Driving license

**Original Required for Verification:** No

**No. of Copies:** One

7 Photo identity proof Copy of PAN Card or Passport or Driving license

**Original Required for Verification:** No

**No of Copies:** One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name

**Original Required for Verification:** Yes

**No of Copies:** One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.

**Original Required for Verification:** Yes

**No of Copies:** Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

**Agreement Regarding Confidential Information and Proprietary Developments India**



Nithin Abraham

**1. Consideration and Relationship to Employment.** As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

**2. Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

**3. Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or



demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

**4. Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

**5. Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

**6. Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

**7. Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its



related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

**8. Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post–employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

**9. Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

**10. Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

**11. Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

**12. Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully





understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

**FOR Company**

**{{Sig1 es :signer1:signature}}**

**Lokendra Sethi**

Vice President - Human Resources

**FOR Employee**

**Name : Nithin Abraham**

**{{Sig1 es :signer2:signature}}**

**Date : {{Dte es :signer2:date}}**



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222000713/Lucknow**  
**Date: 05/03/2022**

Mr. Nithin T S  
ThoompunkalThrickodithanam,  
Thrickodithanam,  
Kottayam-686105,  
Kerala.  
Tel# -

Dear Nithin T S,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**  
**TCSL/DT20222000713**

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## **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 / Xperience 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.

## **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.

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 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



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 recommended 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.

### **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 TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### **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. 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:

(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**

<b>Name</b>	<b>Nithin T S</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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 / Xperience Program.

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

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

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



## **Confidentiality and IP Terms and Conditions**

### **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.



14 Aug, 2020

Sreelakshmi K S

Dear Sreelakshmi,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,  
Yours Sincerely,

*Lokendra Sethi*  
[Lokendra Sethi \(Aug 18, 2020 21:52 GMT+5.5\)](#)

Lokendra Sethi  
Vice President - Human Resources



14 Aug, 2020

Sreelakshmi K S  
KANNIKODATHUCHIRAYIL, AMBIKAMARKET.P.O, VAIKOM  
  
Kottayam, 686144  
India

Dear Sreelakshmi,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Associate Professional Software Engineer at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 27 Aug, 2020.

Your appointment with DXC Technology is on the following terms and conditions:

## **1 PAY and BENEFITS**

Your Fixed Gross salary will be INR 342,857.00 per annum and Total Gross Salary inclusive of incentive compensation (at an indicative payment of 100%) will be INR 360,000.00\*.

\*Subject to deduction of the statutory liabilities, if any.

### **1.1 Basic Salary**

You will be eligible for a Basic Salary. The amount towards the basic salary is INR 180,000.00.

### **1.2. Flexible Benefit Plan (FBP):**

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

### **1.3. Provident Fund:**

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

### **1.4. Gratuity:**

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

### **1.5 Variable Pay Program**

You will be eligible to participate in one of the Company's discretionary Incentive Compensation Plans based on the job assigned to you. Your annual target Incentive (at a payment of 100%) for the job title upon joining is INR 17,143. This incentive can vary depending on individual, group and company



performance, and can be nil if one or more of the said criteria are not met.

Incentive Compensation Plans will be administered as per the provisions of the respective plans, details of which can be asked to be shared after joining. Employees joining on or after 1st Jan until and including 31st March will not be eligible for any payout for the period from date of joining until 31st March in the year of joining

### **1.6 Insurance**

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium equivalent to Rs 13,976 will be borne by the Company and is over and above your fixed gross salary, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

### **1.7. Leave**

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the company policy.

### **1.8 Relocation Expenses**

In the event of you having to relocate to your place of posting, you would be eligible for relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount is fully recoverable in the event you leave the Company within 12 months from your date of joining the company.

## **2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT**

### **2.1. Your job classification detail is as listed below:**

Job Function: Technology Applications Group

Job Family: Software Engineering

Job Title (Internal): Associate Professional Software Engineer

Salary Grade: 51007431

### **2.2. Work Place**

You are initially appointed to work in our office in Chennai. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

### **2.3 Probation**

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

### **2.4 Transfer**

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in





India or abroad depending on the exigencies of business.

## **2.5 Retirement**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

## **2.6 Notice for Separation/ Termination**

i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% FBP only.

## **2.7 Conflict of Interest**

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

## **2.8 Standards of Business Conduct**

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

## **2.9 Information Security**

All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

## **2.10 Non-Smoking Policy:**

Smoking is prohibited in the office premises other than the specifically assigned zones, if any.

## **2.11 General Conditions**

I. Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers.

II. You will be governed by all the Company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.



- III. You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- IV. You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- V. The terms of the employment shall be governed by the laws of India.
- VI. If you are absent from the designated office beyond a period of 3 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

Thanking You,  
Yours Sincerely,

*Lokendra Sethi*  
Lokendra Sethi (Aug 18, 2020 21:52 GMT+5.5)

**Lokendra Sethi**  
Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

*sreelakshmiks*  
sreelakshmiks (Aug 18, 2020 22:42 GMT+5.5)

---

Sreelakshmi K S

Aug 18, 2020

**Candidate Physical Signature (to be completed first day of work):**

I accept the above referred Pay and Benefits and the general terms and conditions of employment

---

First Name Middle Name Last Name

---

Date

---

Place

---

## Annexure II

### **Flexible Benefits Plan (FBP)**

Job Family: Software Engineering

Title: Associate Professional Software Engineer

#### 1 a. House Rent Allowance

**Maximum Limit:** 50% Of Annual Basic

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord

#### 1 b. Actual Rent paid towards Company Leased premises

**Maximum Limit:** 100% of Annual Basic

**Supporting Documents:** Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2018 to 2021.)

**Maximum Limit:** 20% of Annual Basic subject to a maximum of Rs. 200,000

**Supporting Documents:** Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)

**Maximum Limit:** Rs. 2,400 per annum

**Supporting Documentation:** Declaration and submission of receipts

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)

**Maximum Limit:** Rs. 7,200 per annum

**Supporting Documentation:** Declaration and submission of receipts

#### 5a. Company Car Program

Lease rental as per vehicle of choice

5b. 40% of Transport Allowance or Rs. 3,60,000 per annum whichever is lesser

5c. Chauffeur Allowance is a sub limit of 40% of Transport Allowance or Rs. 3.6 lacs whichever is less with a maximum allowance of Rs.1,44,000 per annum

5d. Fuel and Maintenance Allowance: Balance of Total Entitlement less Chauffeur Allowance

6. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)

**Maximum Limit:** Rs.26,400

**Supporting Documentation:** As per program guidelines

7. Bonus/Exgratia – For those earning basic salary up to Rs. 21, 000/–pm, advance Bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

8. Transport Allowance through Payroll – Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year  
**Maximum Limit:** 100% of FBP Declaration

9. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month  
**Maximum Limit:** INR 18,000 per annum  
**Supporting Documentation:** Declaration and submission of receipts

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities  
\* Employees can purchase a vehicle with max ex-showroom price + Accessories of INR 9,00,000. The tenure of the lease is 3 years. Please refer to the policy for more details.

### **Guidelines governing Flexible Benefits Plan (FBP)**

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another.
  - b) Change of grade/level.
  - c) Change of residential accommodation.
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents
4. While selection of the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:
  - a) 25% of the annual kitty in Q1
  - b) 25% of the annual kitty in Q2 & balance of Q1, if any
  - c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - d) 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 – April, May, June
- b) Q2 – July, August, September
- c) Q3 – October, November, December
- d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

### **Mandatory Documents List**

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer

**Original Required for Verification:** Yes

**No. of Copies:** Two

2 Letters supporting Employment viz., Offer letter, Service Certificate

**Original Required for Verification:** Yes

**No of Copies:** Two

3 Salary details of previous Employment

**Original Required for Verification:** Yes

**No. of Copies:** Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree

**Original Required for Verification:** Yes

**No of Copies:** Two

5 Copy of PAN card/Application ID for PAN card applied

**Original Required for Verification:** No

**No. of Copies:** One

6 Age Proof Copy of Passport or Pan card or Driving license

**Original Required for Verification:** No

**No. of Copies:** One

7 Photo identity proof Copy of PAN Card or Passport or Driving license

**Original Required for Verification:** No

**No of Copies:** One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name

**Original Required for Verification:** Yes

**No of Copies:** One



9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.

**Original Required for Verification:** Yes

**No of Copies:** Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

### **Agreement Regarding Confidential Information and Proprietary Developments India**

Sreelakshmi K S

**1. Consideration and Relationship to Employment.** As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

**2. Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

**3. Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary



Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

**4. Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

**5. Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

**6. Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

**7. Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

- (a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;
- (b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others)



knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

**8. Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

**9. Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

**10. Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not





limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

**11. Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

**12. Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

**FOR Company**

*Lokendra Sethi*

Lokendra Sethi (Aug 18, 2020 21:52 GMT+5.5)

**Lokendra Sethi**

Vice President - Human Resources

**FOR Employee**

**Name : Sreelakshmi K S**

*sreelakshmiks*

sreelakshmiks (Aug 18, 2020 22:42 GMT+5.5)

**Date : Aug 18, 2020**

## JOB OFFER LETTER

Date: 16.2.2022

Name and Address:

**Sreeraj P J**

Dear Mr. Sreeraj,

Greetings from GALION WATTS!!!

With reference to the interview and subsequent discussion had with you, we are pleased to offer you a position in “**GALION WATTS**”/ **Project department**. We are delighted to make you the following job offer.

The position offered “**Deputy Project Engineer**”.

### 1. Salary

You will be under probation for 3 Months.

While under probation, your designation will be **Project Engineer Trainee** and you will be paid

Basic Salary: **INR 7500 / month**

TA (including petrol allowance during service days): **INR 2/km** of travel.

### 2. Probation

You will be required to serve a probationary period of **Three (3) months**. During the probationary period and/or any extension thereof, your employment with the Company may be terminated by either party, without assigning any reasons thereof, by giving to the other two (2) week written notice or paying two (2) week salary in lieu thereof.

### 3. Confirmation

If your services are found satisfactory during the probation period, you will be confirmed as **Deputy Project Engineer**. After confirmation of employment, termination notice by either party should be **one (1) month notice or one (1) months' salary in lieu of notice**. On confirmation your salary and other allowances will be incremented as per company standards.

### 4. Travel Expenses

Reasonable and necessary business out station travel expenses shall be reimbursed according to the company travel policy and subject to the prior approval of Project Head.

### 5. Working Hours

Your working hours will be from 9.30 AM to 5.30 PM.

If work demands you will have to stay late night & holidays.

### 6. Past Records

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such Police cases, you will be liable to removal from services without any notice.

### 7. Monthly Tax Deduction

Deduction of Income tax from staff's monthly remuneration will be based on a schedule issued by IT Department. Professional Tax deduction will be based as per local authorities' norms.

### 8. Secrecy and Confidential Information

You shall keep the secrets of the company and shall not either during your employment hereunder or at any time after the resignation/termination thereof divulge any confidential information to any unauthorized persons. Confidential information entrusted or in your possession shall be kept and safeguarded at all times failing which disciplinary action may be taken against you.

## 9. Exclusive and whole time Employment

You are required to devote your whole time and attention exclusively to the service of the Company and will not engage in any other business or occupation without the written consent from the Company.

## 10. Company Rules & Regulations, Benefits and Other Terms & Conditions

You are required to observe all existing Company rules & regulations at all times as detailed in the Company's Human Resource Manual (HRM). If there is any dispute between the HRM and this appointment letter, the terms & condition as specified in this appointment letter shall supersede.

## 11. General

The above terms & conditions of service including the Company's Human Resource Manual are subject to review and amendment from time to time by the Company and you will be notified accordingly.

We would like you to start work on **17.2.2022**. Please report to Ginish George, HR Dept., for documentation and orientation. If this date is not acceptable, please contact me immediately. Reply to this mail showing your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our **"GALION WATTS"/ Deputy Project Engineer**.

Please bring one passport size photo, Education Certificates, and ID proof copy on the date of joining.

Sincerely,

Ginish George  
HR  
Galion Watts  
Ph: 9946151993



EMI product , World Trade Center  
22<sup>nd</sup> floor , Brigade Gateway Campus Unit no 2201, No26/1, Bengaluru 650055

Registered office  
EMI PRODUCT  
893/C 10<sup>th</sup> cross 80 feet road,  
Vijay Nagar  
Bengaluru Karnataka 9947340387

Date: 29 July 2020

Liyo V Lalappan  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

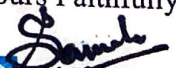
Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic salary of Rs.12,500/-(Basic + DA) during 6 Months training period.
2. There will be an initial probation period of Six months from the date of employment, which will be extended by the company name as its discretion.
3. You have to carry out all duties and assignment entrusted with you by the management of the company,
4. You will be entitled to get 15 annual leaves and 12 casual leaves every year. All leave requests must be submitted to your supervisor prior to the period requested.
5. Your condition of service will be governed by the rules and regulation made by the Management from time to time.
6. Your initial place of employment will be Bengaluru, Karnataka. However, based on the needs of the company you may be transferred to any of the branches of the company.
7. You are required to provide a notice period of 90 days. Company may accept the resignation immediately or in a time period of less than 1 month to 3 months based on the priorities.

You are requested to join the duty on or before 10/08/2020..

With Best Wishes  
Yours Faithfully

  
Emi Product





EMI product , World Trade Center  
22<sup>nd</sup> floor , Brigade Gateway Campus Unit no 2201, No26/1, Bengaluru 650055

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Date: 29 July 2020

Sijin M Joseph  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

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You are requested to join the duty on or before 10/08/2020.

With Best Wishes  
Yours Faithfully

  
EMI Product

SUBJECT TO BENGALURU JURISDICTION

  
WORLD TRADE CENTER  
Brigade Gate Way Campus Unit No: 2201  
22nd Floor, Bangalore, Karnataka



EMI product , World Trade Center  
22<sup>nd</sup> floor , Brigade Gateway Campus Unit no 2201, No26/1, Bengaluru 650055

Registered office  
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893/C 10<sup>th</sup> cross 80 feet road,  
Vijay Nagar  
Bengaluru Karnataka 9947340387

Date: 29 July 2020

Suraj Louies Thomas  
Mangalam College of Engineering  
Ettumanor, Kottayam.

### Letter of Appointment

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With Best Wishes  
Yours Faithfully



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893/C 10<sup>th</sup> cross 80 feet road,

Vijay Nagar

Bengaluru Karnataka 9947340387

Date: 29 July 2020

Aswin Anirudhan  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

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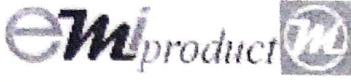
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WORLD TRADE CENTER  
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893/C 10<sup>th</sup> cross 80 feet road,

Vijay Nagar

Bengaluru Karnataka 9947340387

Date: 29 July 2020

Amal Joy  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

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With Best Wishes

Yours Faithfully

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893/C 10<sup>th</sup> cross 80 feet road,

Vijay Nagar

Bengaluru Karnataka 9947340387

Date: 29 July 2020

Abeez Shanavas  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

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Yours Faithfully

  
EMI Product



WORLD TRADE CENTER  
Brigade Gate Way Campus Unit No: 2201  
22<sup>nd</sup> Floor, Bangalore, Karnataka

SUBJECT TO BENGALURU JURISDICTION



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : Mangalam College of Engineering

Date : 22-Nov-19

Dear Ajith Kumar Saji,

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Marine Drive facility (1<sup>st</sup> Floor, Alliance Residency, Shanmugham Rd, Marine Drive, Ernakulam, Kerala - 682031). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

SUTHERLAND



PROVISIONAL OFFER LETTER

Campus Name : Mangalam College of Engineering

Date : 22-Nov-19

Dear Anandu Chandran,

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Marine Drive facility - (1<sup>st</sup> Floor, Alliance Residency, Shanmugham Rd, Marine Drive, Ernakulam, Kerala - 682031). The offer letter can be collected from the same venue.

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- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance



# TOLINS TYRES PRIVATE LIMITED

Safer - Stronger - Lives Longer

22.07.2020

Praveen R  
Mangalam College of Engineering  
Ettumanor, Kottayam

## Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

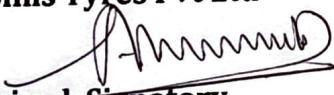
1. You will receive a Basic Salary of Rs.15,000/(Fifteen Thousand only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Production Engineer(on probation) with a basic salary of Rs. 20,000 per month.
2. You will be on probation for a period of one year. Your order of confirmation will be based on your performance during probationary period.
3. You have to carry out all duties and assignments entrusted with you by the management of the company.
4. Your condition of service will be governed by the rules and office orders made by the Management from time to time.

You are required to join duty on or before 10<sup>th</sup> August 2020. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.

With Best wishes.

Yours faithfully,

For Tolins Tyres Pvt Ltd

  
**Authorized Signatory**

I accepted the above Terms & Conditions

Name : PRAVEEN R

Date : 22/07/2020

Sign : 

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolins.com | Website : www.tolins.com

ISO 9001:2015 & IATF 16949:2016 Certified Company | CIN:U25119KL2003PTC016289



22.07.2020

Samuel Thomas Biju  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

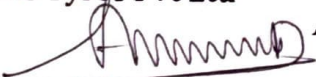
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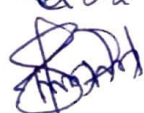
With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

**Name** : Samuel Thomas Biju  
**Date** : 22.07.2020  
**Sign** : 



**TOLINS TYRES PRIVATE LIMITED**

— Safer - Stronger - Lives Longer —

22.07.2020

Josh Thomas  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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You are required to join duty on or before 10<sup>th</sup> August 2020. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.

With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

**Authorized Signatory**

-----  
**I accepted the above Terms & Conditions**

Name : JOSH THOMAS.  
Date : 22-07-2020  
Sign :

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolins.com | Website : www.tolins.com

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22.07.2020

Kiran Raj  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic Salary of Rs.15,000/(Fifteen Thousand only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Quality Control Engineer(on probation) with a basic salary of Rs. 20,000 per month.
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You are required to join duty on or before 10<sup>th</sup> August 2020. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.


With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

**Name** : Kiran Raj  
**Date** : 22/07/2020  
**Sign** : 





**TOLINS TYRES PRIVATE LIMITED**

**Safer - Stronger - Lives Longer**

22.07.2020

Mahesh P Krishnan  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

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With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

**Authorized Signatory**

**I accepted the above Terms & Conditions**

Name : MAHESH P KRISHNAN  
Date : 22/07/2020  
Sign :

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolins.com | Website : www.tolins.com

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22.07.2020

Harikrishna S  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic Salary of Rs.15,000/(Fifteen Thousand only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Quality Control Engineer(on probation) with a basic salary of Rs. 20,000 per month.
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You are required to join duty on or before 10<sup>th</sup> August 2020. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.


With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

Name : Harikrishna S.  
Date : 22.07.2020.  
Sign : 



**TOLINS TYRES PRIVATE LIMITED**

— Safer - Stronger - Lives Longer —

22.07.2020

Sebin Babychan  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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You are required to join duty on or before 10<sup>th</sup> August 2020. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.

With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

**Authorized Signatory**

-----  
**I accepted the above Terms & Conditions**

**Name** : SEBIN BABYCHAN  
**Date** : 22.07.2020  
**Sign** :

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolins.com | Website : www.tolins.com

ISO 9001:2015 & IATF 16949:2016 Certified Company | CIN:U25119KL2003PTC016289



22.07.2020

Adarsh Biju  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic Salary of Rs.15,000/(Fifteen Thousand only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Quality Control Engineer(on probation) with a basic salary of Rs. 20,000 per month.
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You are required to join duty on or before 10<sup>th</sup> August 2020. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.

With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

**Authorized Signatory**

**I accepted the above Terms & Conditions**

**Name** : Adarsh Biju  
**Date** : 22.07.2020  
**Sign** : Adarsh



# Mangalam

PUBLICATIONS (I) PVT.LTD

Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1ZI CIN: U22110KL1993PTC007238

MP/PER/1


27.07.2020

Adithya Harikumar,  
Kolassery Vattatharayil,  
Valamangalam Northa,  
Thuravoor.

Propos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.08.2020, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
- 3) You will not reveal to any individual or organization by word of mouth or otherwise any particulars, know-how procedures or any other organizational information whether confidential secret or otherwise which you may get acquainted with.
- 4) In case you want to leave the job during the probationary period due to any reason, you will have to give 1 month's notice to the management or one month salary in lieu of shortfall in the notice period.
- 5) During the probationary period you will be liable to discharge all the duties assigned to you by the management and you shall be required to work in any of our unit/division/department and carryout the instructions issued by the management from time to time.
- 6) During this period, the management has the discretion to terminate your service due to any reason without any notice or to extend the probationary period if required.
- 7) On completion of probation, further continuance of service will depend upon your merit and overall performance.
- 8) You will be admitted to ESI and P.F as per rules.
- 9) In case you violate any of the terms and conditions provided in this engagement order, the management will be entitled to terminate your engagement at once without any notice and in such an event you shall also be liable for the expenses and damages suffered by the management in this regard.

If agreeable to the above terms and conditions, please sign and return the duplicate copy of this letter to us as a token of your having read, understood and accepted the same.

  
AGM [P & A]



# Mangalam

PUBLICATIONS (I) PVT.LTD

Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/1


27.07.2020

Ajeesha A L,  
Murikkuvellil A L Nivas [H],  
Veliyanadu P.O.,  
Alappuzha

Propos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.08.2020, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
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AGM [P & A]



# Mangalam

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Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

27.07.2020

MP/PER/1

Bharath Chandran C.D.,  
Changanathu House,  
Chendamangalam P.O.,  
Ernakulam.

Apropos to the interview you had with us, the management is pleased to appoint you as Junior Mechanic on probation for a period of 1 year w.e.f 01.08.2020, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
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AGM (P & A)



22.07.2020

Aasish Prasad  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic Salary of Rs.15,000/(Fifteen Thousand only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Production Engineer(on probation) with a basic salary of Rs. 20,000 per month.
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You are required to join duty on or before 10<sup>th</sup> August 2020. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.


With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

**Name** : Aasish Prasad  
**Date** : 22/7/2020  
**Sign** : 





# Mangalam

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Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1ZI CIN: U22110KL1993PTC007238

MP/PER/1

27.07.2020

Akshay M Kumar,  
Eachanattu House,  
Kaviyoor P.O.,  
Thiruvalla.

Appropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.08.2020, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
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AGM [P & A]



# Mangalam

PUBLICATIONS (I) PVT.LTD

Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala. Pin- 686 006  
GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/1

27.07.2020

Anandapadmanabhan S.,  
Puthanmadam,  
Varanad P.O.,  
Cherthala.

Apropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.08.2020, subject to the following terms and conditions:

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AGM [P & A]



# Mangalam

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Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1ZI CIN: U22110KL1993PTC007238

MP/PER/1

27.07.2020

Bhadra Devi P. J.,  
Sreegopalayam,  
Naduthery, Thalavoor P.O.,  
Kottarakara.

Apropos to the interview you had with us, the management is pleased to appoint you as Junior Mechanic on probation for a period of 1 year w.e.f 01.08.2020, subject to the following terms and conditions:

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If agreeable to the above terms and conditions, please sign and return the duplicate copy of this letter to us as a token of your having read, understood and accepted the same.

  
AGM [P & A]



# Mangalam

PUBLICATIONS (I) PVT.LTD

Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/1

27.07.2020

Georgy S Paul,  
Puthenparambil Kochu Veedu,  
Kuttapuzha P.O.,  
Thiruvalla.

Apropos to the interview you had with us, the management is pleased to appoint you as Junior Mechanic on probation for a period of 1 year w.e.f 01.08.2020, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
- 3) You will not reveal to any individual or organization by word of mouth or otherwise any particulars, know-how procedures or any other organizational information whether confidential secret or otherwise which you may get acquainted with.
- 4) In case you want to leave the job during the probationary period due to any reason, you will have to give 1 month's notice to the management or one month salary in lieu of shortfall in the notice period.
- 5) During the probationary period you will be liable to discharge all the duties assigned to you by the management and you shall be required to work in any of our unit/division/department and carryout the instructions issued by the management from time to time.
- 6) During this period, the management has the discretion to terminate your service due to any reason without any notice or to extend the probationary period if required.
- 7) On completion of probation, further continuance of service will depend upon your merit and overall performance.
- 8) You will be admitted to ESI and P.F as per rules.
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AGM [P & A]



MP/PER/1

27.07.2020

Shince Varghese,  
Thayyil House,  
Anghamoozhy P.O.,  
Pathanamthitta.

Apropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.08.2020, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
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If agreeable to the above terms and conditions, please sign and return the duplicate copy of this letter to us as a token of your having read, understood and accepted the same.



AGM [HR]



MP/PER/1

27.07.2020

Sidharth S Nair,  
Mulavana [H],  
Azhiyidathuchira P.O.,  
Thiruvalla.

Propos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.08.2020, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
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If agreeable to the above terms and conditions, please sign and return the duplicate copy of this letter to us as a token of your having read, understood and accepted the same.

  
AGM [H.R.]



MP/PER/1

27.07.2020

Siril C Thomas,  
Malliyil (H),  
Karimba P.O.,  
Mannarkkadu,  
Palakkad.

Apropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.08.2020, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
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AGM [H.R.]



MP/PER/1

27.07.2020

Tobin Abraham,  
Puravady [H],  
Manaldy, Ramankary P.O.,  
Alappuzha.

Apropos to the interview you had with us, the management is pleased to appoint you as Junior Mechanic on probation for a period of 1 year w.e.f 01.08.2020, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
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AGM [H.R.]





MP/PER/1

27.07.2020

Vishnudas T.,  
Thundiylputhenpurayil,  
Kaviyoor P.O.,  
Thiruvalla.

Apropos to the interview you had with us, the management is pleased to appoint you as Junior Mechanic on probation for a period of 1 year w.e.f 01.08.2020, subject to the following terms and conditions:

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AGM (HR)



# TOLINS TYRES PRIVATE LIMITED

Safer - Stronger - Lives Longer

22.07.2020

Alvin James  
Mangalam College of Engineering  
Ettumanor, Kottayam

## Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

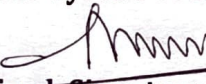
1. You will receive a Basic Salary of Rs.15,000/(Fifteen Thousand only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Production Engineer(on probation) with a basic salary of Rs. 20,000 per month.
2. You will be on probation for a period of one year. Your order of confirmation will be based on your performance during probationary period.
3. You have to carry out all duties and assignments entrusted with you by the management of the company.
4. Your condition of service will be governed by the rules and office orders made by the Management from time to time.

You are required to join duty on or before 10<sup>th</sup> August 2020. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.


With Best wishes.

Yours faithfully,

For Tolins Tyres Pvt Ltd

  
Authorized Signatory

I accepted the above Terms & Conditions

Name : Alvin James  
Date : 22/07/2020  
Sign : 



22.07.2020

Akhil S  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

Name : Akhil S  
Date : 22/07/2020  
Sign : 



**TOLINS TYRES PRIVATE LIMITED**

— Safer - Stronger - Lives Longer —

22.07.2020

Anoop Raj  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

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With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

**Authorized Signatory**

I accepted the above Terms & Conditions

Name : Anoop Raj  
Date : 22/07/2020  
Sign :

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolins.com | Website : www.tolins.com

ISO 9001:2015 & IATF 16949:2016 Certified Company | CIN:U25119KL2003PTC016289



22.07.2020

Arjun Salim  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

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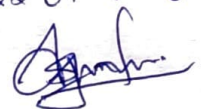
Yours faithfully,

For Tolins Tyres Pvt Ltd

  
Authorized Signatory

I accepted the above Terms & Conditions

Name : ARJUN SALIM  
Date : 22-07-2020  
Sign :





**TOLINS TYRES PRIVATE LIMITED**

Safer - Stronger - Lives Longer

22.07.2020

Sonu Mathew  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

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With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

Name :   
Date : 22-07-2020  
Sign : 



**TOLINS TYRES PRIVATE LIMITED**

**Safer - Stronger - Lives Longer**

22.07.2020

Sree Shankar P  
Mangalam College of Engineering  
Ettumanor, Kottayam

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Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

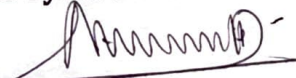
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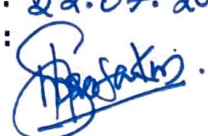
With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
Authorized Signatory

**I accepted the above Terms & Conditions**

Name : Sree Shankar P.  
Date : 22.07.2020  
Sign : 



22.07.2020

Rishikesh Sharma  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

**Authorized Signatory**

**I accepted the above Terms & Conditions**

Name : RISHIKESH SHARMA.  
Date : 22.07.2020  
Sign :



# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

---

Dear  
S VENUGOPAL,

Date: 24/08/2020

## APPOINTMENT ORDER

Sub: Appointments of Service Manager –regarding

\*\*\*

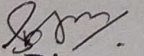
You are appointed as Service Manager in the Maintenance department at **INDEX INDUSTRIAL INCORPORATE**, NP1/213, AMC Junction, Puthenthura P O, Kollam. This appointment takes effect from **07/09/2020** and you will be on probation for a period of six (6) months from the date of your appointment. He shall attend to all works/duties as assigned by authorities from time to time.

An annual CTC of Rs 168000/- will be paid to you which will subject to statutory deductions as per company policy.

This appointment is governed by the Service, Conduct, and Leave Rules of the Institution in force from time to time and is terminable with three months' notice on either side or notice pay in lieu thereof.

You are requested to submit the certified copies of all certificates relating to qualifications and previous company experience besides original relieving certificates issued by the previous institution if any should be submitted.

For the **INDEX INDUSTRIAL INCORPORATE**

  
Managing Director

9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)



# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

---

Dear  
THEJAS S,

Date: 24/08/2020

## APPOINTMENT ORDER

Sub: Appointments of Service Manager –regarding

\*\*\*

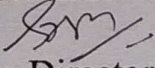
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For the **INDEX INDUSTRIAL INCORPORATE**

  
Managing Director

9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)



---

Registered Office: Puthenthura P.O, Neendakara, Kollam, Kerala, India- 691582

# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

---

Dear  
TINO MAICHAEL,

Date: 24/08/2020

## APPOINTMENT ORDER

Sub: Appointments of Service Manager –regarding

\*\*\*

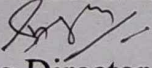
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9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)



# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

---

To  
JIJU T THOMAS,

Date: 24/08/2020

## APPOINTMENT ORDER

Sub: Appointments of Service Manager –regarding

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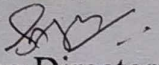
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For the **INDEX INDUSTRIAL INCORPORATE**

  
Managing Director

9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

