



# AM ASSOCIATES

ARCHITECTS ENGINEERS  
CONTRACTORS

Name of the employee,  
Abin Philip

Date: 10/12/2020

Dear Mr. Abin Philip

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 01/01/2021 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

Name of the employee,  
Aiswarya M P

Date:10/12/2020

Dear Ms. Aiswarya M P

Sub: Letter of Appointment.

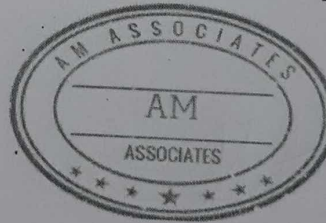
With referring to your application seeking employment with **AM Associates** and also the subsequent interviews you had with us. We are happy to offer you employment with our organization as **Site Supervisor**

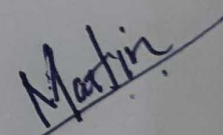
**Appointment:** Your appointment as **Site Supervisor** commenced from 01/01/2021 and you will be on probation for a period of 6 months from the date of your appointment.

**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,



  
DIRECTOR



# AM ASSOCIATES

ARCHITECTS ENGINEERS  
CONTRACTORS

Name of the employee,  
Ajith Thomas

Date:10/12/2020

Dear Mr. Ajith Thomas

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 01/01/2021 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

**P.C. THOMAS & Co.**  
(Builders & Contractors)

Regd. Office :  
Puthussery House,  
Mamangalam,  
Palarivattom,  
Kochi - 682 025

Phone : 0484 - 2334571, 8547495723  
Fax : 091 - 0484 - 2342832  
E-mail : pcternakulam@gmail.com

Liaison Office :  
H. No. 40/780,  
North Janatha Road,  
Palarivattom,  
Kochi - 682 025

PCT/28-B

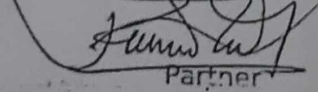
13/01/2022

To,  
Mr. Akshay Sankar  
Madathilparambil House  
Thachakunnu, Puthuppally.P.O  
Kottayam - 686 011.

With reference to your interview on 11-01-2022, you are hereby offered the post as Site Engineer at our work site Mannuthy, Thrissur with free food and accommodation and a consolidated salary of Rs. 8,000/- PM. Please join duty immediately.

Yours faithfully.

For P.C. THOMAS & Co.

  
Partner



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

Name : Amrutha Raj

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 15/10/2021. 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



# 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/2022/0017

ARJUN PRASAD

24/11/2021

## SUBJECT: APPOINTMENT LETTER

Dear Mr. ARJUN PRASAD,

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:

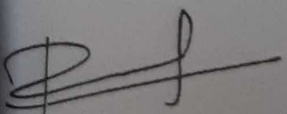
- i) By the company by giving 30 days written notice.
- ii) By the employee by giving not less than 90 days prior written notice to the company with a proper substantial and justified cause for separation.

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:



# MUSCAT PROJECTS & ENVIRONMENTAL SERVICES Pvt. Ltd.

Mangattukavala-Vengalloor bypass, Vadakkumuri jn., Pathirickal bldg., Thodupuzha  
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CIN no: U29309KL2017PTC048583 GSTIN: 32AAKCM9153B1ZN

MPES/GENL/A/2022/0018

24/11/2021

ARYA MOHAN

**SUBJECT: APPOINTMENT LETTER**

Dear Mr. ARYA MOHAN,

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

The terms & conditions of the appointment as follows:

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

This agreement may be terminated as follows:

- By the company by giving 30 days written notice.
- 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:

- All outstanding/ Pending issues are cleared in totality by the employee.
- 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:



# 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/2022/0020

24/11/2021

ASLAM JABBAR

**SUBJECT: APPOINTMENT LETTER**

Dear Mr. Aslam Jabbar,

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.

Muscat Projects & Environment Services LLC

Accepted and Agreed

Ahmed 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)





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

Name : Revathy Parameswaran

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 01/11/2021. 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



# 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/2022/0019

24/11/2021

THERESSA SEBASTIAN

**SUBJECT: APPOINTMENT LETTER**

Dear MISS. THERESSA SEBASTIAN,

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

The terms & conditions of the appointment as follows:

1. **Designation** : PROJECT COORDINATOR
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:

## EMPLOYMENT OFFER LETTER

Capgemini Ref: 5408399 /1157078,

01/24/2022,

Timothy Ninan Thomas  
Vanjipathra Puthenpurayil House,,  
Thiruvalla ,Kerala,  
India

Confidential

Dear Timothy Ninan Thomas,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 01/25/2022 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Analyst/A4**
- B) You will be required to work at the Company's offices in location **Bangalore**

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh and Two only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 380,006.00 (Rupees Three Lakhs Eighty Thousand and Six only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:



**OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT**

ATHIDHANWAN P.N  
Padmakamal, Kadakkarappally.p.o,cherthala  
Cherthala – 688529  
KL  
IN

Dear ATHIDHANWAN,

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 **Digital Associate** at **Chennai**, 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 **20-Dec-2021** 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,

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Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka  
India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :  
U72200KA2004FTC034233

either (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 **Digital Associate**. 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 Chennai. 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. **248,100** 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:

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Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka  
India

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U72200KA2004FTC034233

- (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

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India

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U72200KA2004FTC034233

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 **19-Nov-2022** 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 6 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

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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: NISHA SUNIL  
Date: 2021.12.13 11:10:00 +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.



**OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT**

ATHIJATHAN P.N  
Padmakamal, Kadakkarappally.p.o,cherthala  
Cherthala – 688529  
KL  
IN

Dear ATHIJATHAN,

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 **Digital Associate** at **Chennai**, 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 **20-Dec-2021** 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,

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either (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 **Digital Associate**. 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 Chennai. 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. **248,100** 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:

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- (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

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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 **19-Nov-2022** 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 6 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

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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:priyanka vashist  
Date: 2021.11.15 18:09:41 +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.



Dear Vaishnavi A,

Vinton family is excited to bring you on board as our **Trainee Engineer - Detailing & Costing** reporting to Mr Dinil Kumar C K - Manager - Technical & Engineering.

Your Training duration will be one year starting from Monday 17th January 2022 and your normal working hours will be 09.00 AM to 05.30 PM from Monday to Saturday.

During this one year Training Period, Vinton is offering you to start at a consolidated pay of Rs.10,000/- per month and will be paid on a monthly basis as per company policy.

Please indicate your acceptance of this offer by reply to this mail.

We are looking forward to having you join our team. If you have any queries, please feel free to contact the undersigned.

Thanks & Regards,  
Jaimon KJ  
Manager | Admin & Customer Relations  
Mob: 9995432522 | [vinton.in](http://vinton.in)

**VINTON**

Architectural Metal Fabrication

Bldg. IX/605, Kutty Sahib Road,

South Chittoor, Kochi

Kerala 682027



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Your Training duration will be one year starting from Monday 17th January 2022 and your normal working hours will be 09.00 AM to 05.30 PM from Monday to Saturday.

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Please indicate your acceptance of this offer by reply to this mail.

We are looking forward to having you join our team. If you have any queries, please feel free to contact the undersigned.

Thanks & Regards,  
Jaimon KJ  
Manager | Admin & Customer Relations  
Mob: 9995432522 | [vinton.in](http://vinton.in)

**VINTON**

Architectural Metal Fabrication

Bldg. IX/605, Kutty Sahib Road,

South Chittoor, Kochi

Kerala 682027



Vengathanam Building  
Kozhuvanal, Pala – 686573  
**Ph:** +918139023842, +91 9539079209  
**Email:** [theivoryhomes@gmail.com](mailto:theivoryhomes@gmail.com)

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20/12/2021

Ashitha Bahuleyan

Ph: +91 8078154684

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

Dear Ashitha Bahuleyan

On the behalf of The Ivory Homes, we are pleased to offer you full time position of **Civil Engineer**, other position reasonably determined by The Ivory Homes from time to time at our Kozhuvanal office.

This offer is to subject to agreeing to the following terms and conditions which we ask you to read carefully prior to your acceptance.

#### **Commencement Date**

Your employment will commence on **20/12/2021** in our Kozhuvanal office, however, you will be required to undertake reasonable travel to Client sites as required to meet our business needs and those of our Clients.

#### **Remuneration**

Your salary (Rs 16,500 / month) will be paid in monthly on or about the 15th of the month by electronic funds transfer into the account of your nominated financial institution.

#### **Probationary Period**

This appointment is subject to a Probationary Period of six months from your commencement date.

During the probationary period, you or we may terminate your employment by giving one week's notice or by us paying you a sum equal to your Base Pay for one week in lieu of notice.

#### **Required working Hours**

You are employed on a full-time basis and are required to work during The Ivory Homes 's ordinary business hours between 9 am and 5.00 pm, Monday to Friday and 9 am to 4 pm on Saturday. However, you will need to be flexible about when you work, and you may be required to work outside of these hours, or such additional hours as reasonably required to perform your duties or meet the needs of client assignments.

#### **Workplace Surveillance**

The company may carry out workplace surveillance on a continuous or ongoing basis. Without limiting this, the Company may install cameras at the office which monitor and record movement.

When you commence your employment, the surveillance may already have started. By agreeing to terms of this contract, you consent to the company conducting such surveillance relating to your employment.

#### **Company Resources**

Under no circumstances may devote any of the resources (time, equipment, and materials, directly or indirectly supplied by the employer) of The Ivory Homes to any activities other than those authorised by The Ivory Homes unless prior approval of the company is obtained.

#### **Training**





Vengathanam Building  
Kozhuvanal, Pala – 686573  
**Ph:** +918139023842, +91 9539079209  
**Email:** theivoryhomes@gmail.com

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From time to time the Company may arrange for employment related training to be conducted in house or externally and you will be required to participate in any such training and deemed necessary by the company.

### **Workplace Health and Safety**

All staff are required to:

- Carry out duties in a manner which does not adversely affect their own health and safety and that of others.
- Cooperate with any measurement introduced by the Employer in the interest of workplace health and safety.
- Obey any reasonable instruction given by the company.
- Immediately report any matter which may affect workplace health and safety which is or maybe considered beyond their control.

### **Termination**

Your employment may be terminated by yourself or the company in accordance with the above mentioned and NES.

Upon termination of your employment for whatever reason, you must return all company property in your possession.

### **Confidentiality**

All “The Ivory Homes” company and service information must be treated as confidential during and after your employment and may not be divulged to any person without prior authority from The Ivory Homes.

On the termination of your employment for whatever reason you must return all documents and software (and copies of both) containing or referring to company and service information

### **Supersession**

The terms and conditions of employment set out this contract provide the totality of your terms and conditions of employment and supersedes any previously issued letters of offer or contracts, or any other representations made to you in relation to your employment.

If you do have any questions, please feel free to discuss them with us. Otherwise, we look forward to your acceptance of the offer which will be by signing one copy of this letter and returning it to the office.

Yours Sincerely,

The Ivory Homes

Managing Partner

Signed and Accepted: -----

Date: -----



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**Email:** [theivoryhomes@gmail.com](mailto:theivoryhomes@gmail.com)

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20/12/2021

Alfy Ashraf

Ph: +91 9846708235

Email : [alfy.ashraf16@gmail.com](mailto:alfy.ashraf16@gmail.com)

Dear Alfy Ashraf

On the behalf of The Ivory Homes, we are pleased to offer you full time position of **Civil Engineer**, other position reasonably determined by The Ivory Homes from time to time at our Kozhuvanal office.

This offer is to subject to agreeing to the following terms and conditions which we ask you to read carefully prior to your acceptance.

#### **Commencement Date**

Your employment will commence on **20/12/2021** in our Kozhuvanal office, however, you will be required to undertake reasonable travel to Client sites as required to meet our business needs and those of our Clients.

#### **Remuneration**

Your salary (Rs 16,500 / month) will be paid in monthly on or about the 15th of the month by electronic funds transfer into the account of your nominated financial institution.

#### **Probationary Period**

This appointment is subject to a Probationary Period of six months from your commencement date.

During the probationary period, you or we may terminate your employment by giving one week's notice or by us paying you a sum equal to your Base Pay for one week in lieu of notice.

#### **Required working Hours**

You are employed on a full-time basis and are required to work during The Ivory Homes 's ordinary business hours between 9 am and 5.00 pm, Monday to Friday and 9 am to 4 pm on Saturday. However, you will need to be flexible about when you work, and you may be required to work outside of these hours, or such additional hours as reasonably required to perform your duties or meet the needs of client assignments.

#### **Workplace Surveillance**

The company may carry out workplace surveillance on a continuous or ongoing basis. Without limiting this, the Company may install cameras at the office which monitor and record movement.

When you commence your employment, the surveillance may already have started. By agreeing to terms of this contract, you consent to the company conducting such surveillance relating to your employment.

#### **Company Resources**

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#### **Training**



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### **Workplace Health and Safety**

All staff are required to:

- Carry out duties in a manner which does not adversely affect their own health and safety and that of others.
- Cooperate with any measurement introduced by the Employer in the interest of workplace health and safety.
- Obey any reasonable instruction given by the company.
- Immediately report any matter which may affect workplace health and safety which is or maybe considered beyond their control.

### **Termination**

Your employment may be terminated by yourself or the company in accordance with the above mentioned and NES.

Upon termination of your employment for whatever reason, you must return all company property in your possession.

### **Confidentiality**

All “The Ivory Homes” company and service information must be treated as confidential during and after your employment and may not be divulged to any person without prior authority from The Ivory Homes.

On the termination of your employment for whatever reason you must return all documents and software (and copies of both) containing or referring to company and service information

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The terms and conditions of employment set out this contract provide the totality of your terms and conditions of employment and supersedes any previously issued letters of offer or contracts, or any other representations made to you in relation to your employment.

If you do have any questions, please feel free to discuss them with us. Otherwise, we look forward to your acceptance of the offer which will be by signing one copy of this letter and returning it to the office.

Yours Sincerely,

The Ivory Homes

Managing Partner

Signed and Accepted: -----

Date: -----



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**Email:** [theivoryhomes@gmail.com](mailto:theivoryhomes@gmail.com)

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20/12/2021

Alvin Jose James

Ph: +91 9744554307

Email : [alvinjose777@gmail.com](mailto:alvinjose777@gmail.com)

Dear Alvin Jose James

On the behalf of The Ivory Homes, we are pleased to offer you full time position of **Civil Engineer**, other position reasonably determined by The Ivory Homes from time to time at our Kozhuvanal office.

This offer is to subject to agreeing to the following terms and conditions which we ask you to read carefully prior to your acceptance.

#### **Commencement Date**

Your employment will commence on **20/12/2021** in our Kozhuvanal office, however, you will be required to undertake reasonable travel to Client sites as required to meet our business needs and those of our Clients.

#### **Remuneration**

Your salary (Rs 16,500 / month) will be paid in monthly on or about the 15th of the month by electronic funds transfer into the account of your nominated financial institution.

#### **Probationary Period**

This appointment is subject to a Probationary Period of six months from your commencement date.

During the probationary period, you or we may terminate your employment by giving one week's notice or by us paying you a sum equal to your Base Pay for one week in lieu of notice.

#### **Required working Hours**

You are employed on a full-time basis and are required to work during The Ivory Homes 's ordinary business hours between 9 am and 5.00 pm, Monday to Friday and 9 am to 4 pm on Saturday. However, you will need to be flexible about when you work, and you may be required to work outside of these hours, or such additional hours as reasonably required to perform your duties or meet the needs of client assignments.

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- Cooperate with any measurement introduced by the Employer in the interest of workplace health and safety.
- Obey any reasonable instruction given by the company.
- Immediately report any matter which may affect workplace health and safety which is or maybe considered beyond their control.

### **Termination**

Your employment may be terminated by yourself or the company in accordance with the above mentioned and NES.

Upon termination of your employment for whatever reason, you must return all company property in your possession.

### **Confidentiality**

All “The Ivory Homes” company and service information must be treated as confidential during and after your employment and may not be divulged to any person without prior authority from The Ivory Homes.

On the termination of your employment for whatever reason you must return all documents and software (and copies of both) containing or referring to company and service information

### **Supersession**

The terms and conditions of employment set out this contract provide the totality of your terms and conditions of employment and supersedes any previously issued letters of offer or contracts, or any other representations made to you in relation to your employment.

If you do have any questions, please feel free to discuss them with us. Otherwise, we look forward to your acceptance of the offer which will be by signing one copy of this letter and returning it to the office.

Yours Sincerely,

The Ivory Homes

Managing Partner

Signed and Accepted: -----

Date: -----

# LAVITHA CONSTRUCTIONS

---

OUR BRANCHES-NEAR  
HOUSING SOCIETY  
ARPOOKARA AND  
OPPOSITE OF  
ARPOOKARA GRAMA  
PANCHAYATH.

Reference No:LVC10151

Mr Alen Jose,

Mob:7907267650

We are pleased to offer you employment at Lavitha Constructions . We feel that your skills and background will be valuable asset to our team.

Per our discussion, the position is Civil Engineer. Your starting date will be 01/11/2021.

If you accept our offer of employment, the following terms and conditions will apply.

- (a) Salary: consolidated salary of Rs.12,000/month
- (b) Joining Date: Immediately
- (c) Notice Period: One Month [Mandatory]

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter.

Signatory

For Lavitha Constructions



Authorized signature

# LAVITHA CONSTRUCTIONS

---

OUR BRANCHES-NEAR  
HOUSING SOCIETY  
ARPOOKARA AND  
OPPOSITE OF  
ARPOOKARA GRAMA  
PANCHAYATH.

Reference No:LVC10152

Miss Gopika M s,

Mob:8078898192

We are pleased to offer you employment at Lavitha Constructions . We feel that your skills and background will be valuable asset to our team.

Per our discussion, the position is Civil Engineer. Your starting date will be 01/11/2021.

If you accept our offer of employment, the following terms and conditions will apply.

- (a) Salary: consolidated salary of Rs.12,000/month
- (b) Joining Date: Immediately
- (c) Notice Period: One Month [Mandatory]

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter.

Signatory

For Lavitha Constructions



Authorized signature

# LAVITHA CONSTRUCTIONS

---

OUR BRANCHES-NEAR  
HOUSING SOCIETY  
ARPOOKARA AND  
OPPOSITE OF  
ARPOOKARA GRAMA  
PANCHAYATH.

Reference No:LVC10153

Miss Rohini S,

Mob:7907267650

We are pleased to offer you employment at Lavitha Constructions . We feel that your skills and background will be valuable asset to our team.

Per our discussion, the position is Civil Engineer. Your starting date will be 01/11/2021.

If you accept our offer of employment, the following terms and conditions will apply.

- (a) Salary: consolidated salary of Rs.12,000/month
- (b) Joining Date: Immediately
- (c) Notice Period: One Month [Mandatory]

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter.

Signatory

For Lavitha Constructions



Authorized signature





**DREAM HOME PALMA DESIGNS ESTD 2007**

**ENGINEERING CONSULTANCY**  
Kudakaserril Buildings, Ayarkunnam, Kottayam - 686564

Phone : 8072885160, 9744965212

**Date : 15-11-2021**

To,

Merrin Jose

Mangalam college of Engineering

Ettumanoor , Kottayam

Subject : Appoinment letter

I hereby appoint Mr/Miss : Merrin Jose as Junior site engineer for our company. This confirmation will take effect from the day you join duty which should be on 10/12/2021.

You will be paid a basic salary of Rs.15000/-

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

For Dream Home Palma designs,

Amith.M.M.

Managing Partner





**DREAM HOME PALMA DESIGNS** ESTD 2007

**ENGINEERING CONSULTANCY**

Kudakaserril Buildings, Ayarkunnam, Kottayam - 686564

Phone : 8072885160, 9744965212

**Date : 15-11-2021**

To,

Meenu.P.Prasad

Mangalam college of Engineering

Ettumanoor , Kottayam

Subject : Appoinment letter

I hereby appoint Mr/Miss : Meenu.P.Prasad as Junior site engineer for our company. This confirmation will take effect from the day you join duty which should be on 10/12/2021.

You will be paid a basic salary of Rs.15000/-

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

For Dream Home Palma designs,

Amith.M.M.

Managing Partner





**DREAM HOME PALMA DESIGNS ESTD 2007**

**ENGINEERING CONSULTANCY**  
Kudakaserril Buildings, Ayarkunnam, Kottayam - 686564

Phone : 8072885160, 9744965212

**Date : 15-11-2021**

To,

Minnu Biju  
Mangalam college of Engineering  
Ettumanoor , Kottayam

Subject : Appoinment letter

I hereby appoint Mr/Miss : Minnu Biju as Junior site engineer for our company. This confirmation will take effect from the day you join duty which should be on 10/12/2021.

You will be paid a basic salary of Rs.15000/-

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

For Dream Home Palma designs,

Amith.M.M.

Managing Partner





## *P&P ASSOCIATES*

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

Date:.....

06/09/2021

Dear Ms.Agaga .G

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 13/09/2021. 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

Agaga G

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



**DREAM HOME PALMA DESIGNS ESTD 2007**

**ENGINEERING CONSULTANCY**  
Kudakaserril Buildings, Ayarkunnam, Kottayam - 686564  
Phone : 8072885160, 9744965212

To,

Merrin Jose

Mangalam college of Engineering

Ettumanoor, Kottayam

Subject: Appoinment letter

I hereby appoint Mr/Miss Merrin Jose as Junior site engineer for our company. This confirmation will take effect from the day you join duty which should be on 10/12/2021.

You will be paid a basic salary of Rs.15000/

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

For Dream Home Palma designs,



Amith.M.M

Managing Partner



Vengathanam Building  
Kozhuvanal, Pala – 686573  
**Ph:** +918139023842, +91 9539079209  
**Email:** [theivoryhomes@gmail.com](mailto:theivoryhomes@gmail.com)

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20/12/2021

Alfy Ashraf

Ph: +91 9846708235

Email : [alfy.ashraf16@gmail.com](mailto:alfy.ashraf16@gmail.com)

Dear Alfy Ashraf

On the behalf of The Ivory Homes, we are pleased to offer you full time position of **Civil Engineer**, other position reasonably determined by The Ivory Homes from time to time at our Kozhuvanal office.

This offer is to subject to agreeing to the following terms and conditions which we ask you to read carefully prior to your acceptance.

#### **Commencement Date**

Your employment will commence on **20/12/2021** in our Kozhuvanal office, however, you will be required to undertake reasonable travel to Client sites as required to meet our business needs and those of our Clients.

#### **Remuneration**

Your salary (Rs 16,500 / month) will be paid in monthly on or about the 15th of the month by electronic funds transfer into the account of your nominated financial institution.

#### **Probationary Period**

This appointment is subject to a Probationary Period of six months from your commencement date.

During the probationary period, you or we may terminate your employment by giving one week's notice or by us paying you a sum equal to your Base Pay for one week in lieu of notice.

#### **Required working Hours**

You are employed on a full-time basis and are required to work during The Ivory Homes 's ordinary business hours between 9 am and 5.00 pm, Monday to Friday and 9 am to 4 pm on Saturday. However, you will need to be flexible about when you work, and you may be required to work outside of these hours, or such additional hours as reasonably required to perform your duties or meet the needs of client assignments.

#### **Workplace Surveillance**

The company may carry out workplace surveillance on a continuous or ongoing basis. Without limiting this, the Company may install cameras at the office which monitor and record movement.

When you commence your employment, the surveillance may already have started. By agreeing to terms of this contract, you consent to the company conducting such surveillance relating to your employment.

#### **Company Resources**

Under no circumstances may devote any of the resources (time, equipment, and materials, directly or indirectly supplied by the employer) of The Ivory Homes to any activities other than those authorised by The Ivory Homes unless prior approval of the company is obtained.

#### **Training**



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Kozhuvanal, Pala – 686573  
**Ph:** +918139023842, +91 9539079209  
**Email:** theivoryhomes@gmail.com

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From time to time the Company may arrange for employment related training to be conducted in house or externally and you will be required to participate in any such training and deemed necessary by the company.

### **Workplace Health and Safety**

All staff are required to:

- Carry out duties in a manner which does not adversely affect their own health and safety and that of others.
- Cooperate with any measurement introduced by the Employer in the interest of workplace health and safety.
- Obey any reasonable instruction given by the company.
- Immediately report any matter which may affect workplace health and safety which is or maybe considered beyond their control.

### **Termination**

Your employment may be terminated by yourself or the company in accordance with the above mentioned and NES.

Upon termination of your employment for whatever reason, you must return all company property in your possession.

### **Confidentiality**

All “The Ivory Homes” company and service information must be treated as confidential during and after your employment and may not be divulged to any person without prior authority from The Ivory Homes.

On the termination of your employment for whatever reason you must return all documents and software (and copies of both) containing or referring to company and service information

### **Supersession**

The terms and conditions of employment set out this contract provide the totality of your terms and conditions of employment and supersedes any previously issued letters of offer or contracts, or any other representations made to you in relation to your employment.

If you do have any questions, please feel free to discuss them with us. Otherwise, we look forward to your acceptance of the offer which will be by signing one copy of this letter and returning it to the office.

Yours Sincerely,

The Ivory Homes

Managing Partner

Signed and Accepted: -----

Date: -----



Vengathanam Building  
Kozhuvanal, Pala – 686573  
**Ph:** +918139023842, +91 9539079209  
**Email:** [theivoryhomes@gmail.com](mailto:theivoryhomes@gmail.com)

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20/12/2021

Alvin Jose James

Ph: +91 9744554307

Email : [alvinjose777@gmail.com](mailto:alvinjose777@gmail.com)

Dear Alvin Jose James

On the behalf of The Ivory Homes, we are pleased to offer you full time position of **Civil Engineer**, other position reasonably determined by The Ivory Homes from time to time at our Kozhuvanal office.

This offer is to subject to agreeing to the following terms and conditions which we ask you to read carefully prior to your acceptance.

#### **Commencement Date**

Your employment will commence on **20/12/2021** in our Kozhuvanal office, however, you will be required to undertake reasonable travel to Client sites as required to meet our business needs and those of our Clients.

#### **Remuneration**

Your salary (Rs 16,500 / month) will be paid in monthly on or about the 15th of the month by electronic funds transfer into the account of your nominated financial institution.

#### **Probationary Period**

This appointment is subject to a Probationary Period of six months from your commencement date.

During the probationary period, you or we may terminate your employment by giving one week's notice or by us paying you a sum equal to your Base Pay for one week in lieu of notice.

#### **Required working Hours**

You are employed on a full-time basis and are required to work during The Ivory Homes 's ordinary business hours between 9 am and 5.00 pm, Monday to Friday and 9 am to 4 pm on Saturday. However, you will need to be flexible about when you work, and you may be required to work outside of these hours, or such additional hours as reasonably required to perform your duties or meet the needs of client assignments.

#### **Workplace Surveillance**

The company may carry out workplace surveillance on a continuous or ongoing basis. Without limiting this, the Company may install cameras at the office which monitor and record movement.

When you commence your employment, the surveillance may already have started. By agreeing to terms of this contract, you consent to the company conducting such surveillance relating to your employment.

#### **Company Resources**

Under no circumstances may devote any of the resources (time, equipment, and materials, directly or indirectly supplied by the employer) of The Ivory Homes to any activities other than those authorised by The Ivory Homes unless prior approval of the company is obtained.

#### **Training**





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**Email:** theivoryhomes@gmail.com

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From time to time the Company may arrange for employment related training to be conducted in house or externally and you will be required to participate in any such training and deemed necessary by the company.

### **Workplace Health and Safety**

All staff are required to:

- Carry out duties in a manner which does not adversely affect their own health and safety and that of others.
- Cooperate with any measurement introduced by the Employer in the interest of workplace health and safety.
- Obey any reasonable instruction given by the company.
- Immediately report any matter which may affect workplace health and safety which is or maybe considered beyond their control.

### **Termination**

Your employment may be terminated by yourself or the company in accordance with the above mentioned and NES.

Upon termination of your employment for whatever reason, you must return all company property in your possession.

### **Confidentiality**

All “The Ivory Homes” company and service information must be treated as confidential during and after your employment and may not be divulged to any person without prior authority from The Ivory Homes.

On the termination of your employment for whatever reason you must return all documents and software (and copies of both) containing or referring to company and service information

### **Supersession**

The terms and conditions of employment set out this contract provide the totality of your terms and conditions of employment and supersedes any previously issued letters of offer or contracts, or any other representations made to you in relation to your employment.

If you do have any questions, please feel free to discuss them with us. Otherwise, we look forward to your acceptance of the offer which will be by signing one copy of this letter and returning it to the office.

Yours Sincerely,

The Ivory Homes

Managing Partner

Signed and Accepted: -----

Date: -----



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**Ph:** +918139023842, +91 9539079209  
**Email:** [theivoryhomes@gmail.com](mailto:theivoryhomes@gmail.com)

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20/12/2021

Ashitha Bahuleyan

Ph: +91 8078154684

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

Dear Ashitha Bahuleyan

On the behalf of The Ivory Homes, we are pleased to offer you full time position of **Civil Engineer**, other position reasonably determined by The Ivory Homes from time to time at our Kozhuvanal office.

This offer is to subject to agreeing to the following terms and conditions which we ask you to read carefully prior to your acceptance.

#### **Commencement Date**

Your employment will commence on **20/12/2021** in our Kozhuvanal office, however, you will be required to undertake reasonable travel to Client sites as required to meet our business needs and those of our Clients.

#### **Remuneration**

Your salary (Rs 16,500 / month) will be paid in monthly on or about the 15th of the month by electronic funds transfer into the account of your nominated financial institution.

#### **Probationary Period**

This appointment is subject to a Probationary Period of six months from your commencement date.

During the probationary period, you or we may terminate your employment by giving one week's notice or by us paying you a sum equal to your Base Pay for one week in lieu of notice.

#### **Required working Hours**

You are employed on a full-time basis and are required to work during The Ivory Homes 's ordinary business hours between 9 am and 5.00 pm, Monday to Friday and 9 am to 4 pm on Saturday. However, you will need to be flexible about when you work, and you may be required to work outside of these hours, or such additional hours as reasonably required to perform your duties or meet the needs of client assignments.

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When you commence your employment, the surveillance may already have started. By agreeing to terms of this contract, you consent to the company conducting such surveillance relating to your employment.

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From time to time the Company may arrange for employment related training to be conducted in house or externally and you will be required to participate in any such training and deemed necessary by the company.

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All staff are required to:

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- Cooperate with any measurement introduced by the Employer in the interest of workplace health and safety.
- Obey any reasonable instruction given by the company.
- Immediately report any matter which may affect workplace health and safety which is or maybe considered beyond their control.

### **Termination**

Your employment may be terminated by yourself or the company in accordance with the above mentioned and NES.

Upon termination of your employment for whatever reason, you must return all company property in your possession.

### **Confidentiality**

All “The Ivory Homes” company and service information must be treated as confidential during and after your employment and may not be divulged to any person without prior authority from The Ivory Homes.

On the termination of your employment for whatever reason you must return all documents and software (and copies of both) containing or referring to company and service information

### **Supersession**

The terms and conditions of employment set out this contract provide the totality of your terms and conditions of employment and supersedes any previously issued letters of offer or contracts, or any other representations made to you in relation to your employment.

If you do have any questions, please feel free to discuss them with us. Otherwise, we look forward to your acceptance of the offer which will be by signing one copy of this letter and returning it to the office.

Yours Sincerely,

The Ivory Homes

Managing Partner

Signed and Accepted: -----

Date: -----



You Are Awesome!

Offer Letter

## Six Dee Telecom Solutions

**Preethi Presannan Nair**  
**9061463269**  
[preethipresannan1999@gmail.com](mailto:preethipresannan1999@gmail.com)

**28-April-2021**

## Dear Preethi Presannan Nair,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

## Duties

You must provide your services exclusively to the Company.

You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non-Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

## COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

## GROSS SALARY

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited**, at our **Bangalore** office as **Implementation Engineer**. Your total cost to company will be **INR 240000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 350000 per annum**. Details of the salary structure are given in the annexure attached.

## BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

## DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

- Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
- Any outstanding loans or advances made to you by the Company; and/or
- Any debt owed by you to the Company and/or
- Any other deductions permitted under applicable law

## PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

## ANNUAL LEAVES

The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexible in approving time off when doing so would not interfere with company operations.

During Probation, you are eligible for 5 Fresher Annual Leave for below reasons, based on manager/reporting manager's discretion:

- 1 – Illness with fever
- 2 – University Convocation
- 3 – University Exams
- 4 – Marriage/ Death (god forbid) in immediate family
- 5 – Passport related

After probation, you are entitled for 21 leaves in a year (1<sup>st</sup> April to 31<sup>st</sup> March).

## PLACE OF WORK

The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

## PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

## NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

- a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
- b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
- c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

- d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

## **TERMINATION**

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.

The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

The Company reserves the right to terminate your employment without notice, or pay in lieu of notice where you are found to have committed an act of gross misconduct. Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60<sup>th</sup> birthday.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

## **GOVERNING LAW AND ARBITRATION**

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to be resolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

## **CONFIDENTIALITY**

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.



## INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

## NOTICE PERIOD

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees are of 3 months. Notice period in probation period will be 1 month. However when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the company.

## ABSCONDING

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

## BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

## PERFORMANCE MANAGEMENT AND SALARY REVISION

6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November .Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

## INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.

You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

## AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

**You should retain a copy of this letter for your own records and sign and return one copy to the Company.**

We look forward to you joining us.

Kind regards,  
Yours sincerely,



**Dipti Yadav**

Manager - Human Resources

For and on behalf of

**Six Dee Telecom Solutions Private Limited**

## DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

**Six Dee Telecom Solutions Private Limited** have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Preethi Presannan Nair)**



You Are Awesome!

Offer Letter

## Six Dee Telecom Solutions

**Shaldrin Emerson**  
**7736777287**  
[shaldrin.emerson2020@gmail.com](mailto:shaldrin.emerson2020@gmail.com)

**28-April-2021**

## Dear Shaldrin Emerson,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

## Duties

You must provide your services exclusively to the Company.

You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non-Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

## COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

## GROSS SALARY

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited**, at our **Bangalore** office as **Implementation Engineer**. Your total cost to company will be **INR 240000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 350000 per annum**. Details of the salary structure are given in the annexure attached.

## BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

## DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

- Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
- Any outstanding loans or advances made to you by the Company; and/or
- Any debt owed by you to the Company and/or
- Any other deductions permitted under applicable law

## PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

## ANNUAL LEAVES

The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexible in approving time off when doing so would not interfere with company operations.

During Probation, you are eligible for 5 Fresher Annual Leave for below reasons, based on manager/reporting manager's discretion:

- 1 – Illness with fever
- 2 – University Convocation
- 3 – University Exams
- 4 – Marriage/ Death (god forbid) in immediate family
- 5 – Passport related

After probation, you are entitled for 21 leaves in a year (1<sup>st</sup> April to 31<sup>st</sup> March).

## PLACE OF WORK

The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

## PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

## NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

- a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
- b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
- c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

- d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

## **TERMINATION**

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.

The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

The Company reserves the right to terminate your employment without notice, or pay in lieu of notice where you are found to have committed an act of gross misconduct. Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60<sup>th</sup> birthday.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

## **GOVERNING LAW AND ARBITRATION**

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to be resolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

## **CONFIDENTIALITY**

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

## INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

## NOTICE PERIOD

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees are of 3 months. Notice period in probation period will be 1 month. However when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the company.

## ABSCONDING

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

## BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

## PERFORMANCE MANAGEMENT AND SALARY REVISION

6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November .Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.



## INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.

You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

## AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

**You should retain a copy of this letter for your own records and sign and return one copy to the Company.**

We look forward to you joining us.

Kind regards,  
Yours sincerely,



**Dipti Yadav**

Manager - Human Resources

For and on behalf of

**Six Dee Telecom Solutions Private Limited**

## DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

**Six Dee Telecom Solutions Private Limited** have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Shaldrin Emerson)**



You Are Awesome!

Offer Letter

## Six Dee Telecom Solutions

**Sreelekshmi S**  
**9539240102**  
[ssreelekshmi10@gmail.com](mailto:ssreelekshmi10@gmail.com)

**28-April-2021**

## Dear Sreelekshmi S,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

## Duties

You must provide your services exclusively to the Company.

You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non-Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

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After probation, you are entitled for 21 leaves in a year (1<sup>st</sup> April to 31<sup>st</sup> March).

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- a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
- b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
- c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

- d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

## **TERMINATION**

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On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

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This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to be resolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

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## BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

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6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November .Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

## INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.

You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

## AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

**You should retain a copy of this letter for your own records and sign and return one copy to the Company.**

We look forward to you joining us.

Kind regards,  
Yours sincerely,



**Dipti Yadav**

Manager - Human Resources

For and on behalf of

**Six Dee Telecom Solutions Private Limited**

## DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

**Six Dee Telecom Solutions Private Limited** have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Sreelekshmi S)**





## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Adithya Sajikumar ( B.Tech - CSE )

### **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



HRD/3T/21-22/1003371837

Ms. Alka Maria Johnson  
Candidate ID: 1003371837  
Pulimala Thrikkothamangalam  
P O Puthuppally Kottayam  
Puthuppally - 686010  
Kerala  
India  
Ph: (91) 77362 51908

March 8, 2022

Dear Alka,

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

**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](http://www.infosys.com)

HRD/3T/21-22/1003371837

March 8, 2022

Ms. Alka Maria Johnson  
Candidate ID: 1003371837  
Pulimala Thrikkothamangalam  
P O Puthuppally Kottayam  
Puthuppally - 686010  
Kerala  
India  
Ph: (91) 77362 51908

Dear Alka,

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:

### 1. Definitions

The following terms shall have the following meanings for the purpose of this Offer of Employment ('Offer Letter' hereinafter).

- 1.1 'Affiliates' means any entity that controls, is controlled by, or is under common control with the Company.
- 1.2 'Company' refers to Infosys Limited.
- 1.3 '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.
- 1.4 'Training' shall mean and include all the training that shall be imparted to you on joining the Company.

### 2. Joining

Your scheduled date of joining the employment of the Company will be **March 14, 2022**.

### 3. Location

Your location for employment is **Mysore, India**.

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 Letter, hereby give your irrevocable consent to the above.

#### 4. Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

#### 5. Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh)

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

## 6. Probation and confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – IV.

## 7. Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The Leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## 8. 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.

## 9. Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you

## 10. Compensation and Benefits

### 10.1 Salary

Your Total Gross Salary during the first six months from the Date of Joining will be **INR 25,000 per month** and Total Gross Salary post successful completion of six months will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### 10.2 Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details

### 10.3 Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year **2021 - 22** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### 10.4 Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans.

### 10.5 National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details

### 10.6 Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 5,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## 11. Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## 12. Notice period

During the probation 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. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your Training, or you are involved in an act that constitutes misconduct, your Training/employment can be terminated by the Company with immediate effect without notice.

### 13. Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### 14. 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 Infosys. 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.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

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

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

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

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



**ANNEXURE – I**

**(Compensation during the first six months from the Date of Joining)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	<b>Ms. Alka Maria Johnson</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

\* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Alka Maria Johnson
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>25,000</b>

<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At an indicative Payout of 10%</b>	<b>At an indicative Payout of 20%</b>
PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act





## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Alka Maria Johnson ( B.Tech - CSE )

### **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



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206938973/Trivandrum**  
**Date: 09/01/2021**

Mr. Amal Don  
Mangalathil (Ho)10th Mile,  
Vellamunda (Po),  
Mananthavady-670731,  
Kerala.  
Tel# -

Dear Amal Don,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

**TCS Confidential**  
**TCSL/DT20206938973**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

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



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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

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

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

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

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

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Food Card**

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **XPLORE/ LEARNING INCENTIVES**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:



## 1. Basic Cover

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

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

## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

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





### **3. Training Period**

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

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

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

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

### **4. Working Hours**

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

### **5. Mobility**

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

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

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

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

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

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

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



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

## **9. Confidentiality Agreement**

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

## **10. Service Agreement**

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

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

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

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

## **12. Terms and Conditions**

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



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

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

### **14. Notice Period**

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

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

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

### **15. Retirement**

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

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

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

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

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

### **18. Background Check**

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



including termination of traineeship/service without notice.

## 19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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



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

## 20. TCS Xperience Program

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

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

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

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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

## 23. Compliance to all clauses

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



## **24. Data Privacy Clause:**

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

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

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

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

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

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



**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

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



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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Amal Don</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
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

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

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

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

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

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	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>	



## Annexure 3

### Confidentiality and IP Terms and Conditions

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

##### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



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

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

## **3. Intellectual Property Rights**

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



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

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

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

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

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

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

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

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

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

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



## 9. Equitable Rights

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

## 10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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.



**Sruthy Emmanuel** <[sruthy.emmanuel@mangalam.in](mailto:sruthy.emmanuel@mangalam.in)>

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**Fwd:**

1 message

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**Jathin Jayakumar** <[jathinjayakumar3@gmail.com](mailto:jathinjayakumar3@gmail.com)>

Sat, Jan 15, 2022 at 3:03 PM

To: [sruthy.emmanuel@mangalam.in](mailto:sruthy.emmanuel@mangalam.in)

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

From: **Anandu B Nair** <[anandubnair7@gmail.com](mailto:anandubnair7@gmail.com)>

Date: Sat, 15 Jan, 2022, 11:50 am

Subject:

To: <[jathinjayakumar3@gmail.com](mailto:jathinjayakumar3@gmail.com)>

Hi **Anandu**,

On behalf of the Entri family, I welcome you as the new **Growth Associate** for Entri Software Private Limited and trust you will find your new position rewarding.

Kindly find your Non-Disclosure Agreement, Confidentiality Agreement and the Induction Documents attached. You will have to sign on every page of the Non-Disclosure Agreement, Confidentiality Agreement, Letter of undertaking and submit the documents within 2 days. Please make use of the folder attached to this email for your reference.

For any official reimbursements that have been approved by your Team Lead, kindly use [this link](#) to submit it.

If you have any questions or concerns do not hesitate to contact me.

Please acknowledge receipt of this email.

--

Regards,

Jyothi

HR Executive || +91 6238262008



Entri Software Private Ltd.

[www.entri.me](http://www.entri.me)



**Welcome to Entri.zip**

668K



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 07-May-2021

**Dear** Anandu Prasad ( B.Tech - CSE )

### **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

Candidate ID: 5018216 /935749,

Date of Joining: 09/28/2021,

Joining Location: Chennai-PCT,

Designation: Analyst,

**Dear Anjana Pradeep,**

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at Chennai-PCT office, for joining formalities as per the address mentioned below:

**Address**

B-45 & B-46, SIPCOT IT Park,  
Old Mahabalipuram Road, Siruseri, Chennai – 603103, India

Ref. No. HR/XT/22/06115

13<sup>th</sup> January 2022

**Ms. Ann Mary Francis**

Chittettu(H),  
Panachikkadu,  
Kuzhimattom P.O, Kottayam,  
Kerala – 686533

**Dear Ann Mary Francis,**

Subject: Letter of offer for the post of Software Tester

We are pleased to extend a letter of offer to you for the post of **Software Tester**. This appointment is effective from **21<sup>st</sup> March 2022** and carries a consolidated initial salary of Rs. 12809/- (Rupees Twelve thousand eight hundred and nine) as CTC per month. You will be based at **Cochin**.

Your primary job responsibility shall include software testing of Xtend products and any other work allocated as per company requirements.

It is understood that you do not have a non-compete or similar agreement signed with your existing/previous employers which would prevent you from working as a Software Tester for us.

You will be on probation for a period of 1 year and confirmation will be on the basis of performance.

Kindly report to our office on **21<sup>st</sup> March 2022** at 9.30 a.m. Please bring the original documents for verification purpose. You will need to submit the following to us on the date of joining.

- Updated Resume
- Experience Certificate/Relieving/Accepted Resignation Letter from the previous company
- Photocopies of your academic certificates from Class 10 on wards
- Residence Proof [photocopy of Voter ID Card/Driving License/Passport/SSLC Passbook/ Ration Card/ BSNL Telephone Bill/ PAN Card (ID proof) ]
- Five front pose passport size color photographs

All rules, practices and policies as followed by the company during the term of your employment will be applicable to you and you agree to abide by the same. This is a full time job, you are not allowed to work anywhere else on part time or full time basis, with or without financial benefits while working with Xtend. This offer will stand canceled if any discrepancies are noted during your background verification.

Please sign and return a copy of this letter as a token of acceptance of the same.

Yours sincerely,



Jobin Jolly  
HR Executive





UST/19409811/7904435  
07/10/2021

ANNA BENNY  
Trivandrum

Sub: Letter of Offer

Dear ANNA,

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 13/10/2021. 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 13/10/2021. If you are accepting our offer letter, please send us your confirmation within 72 hours.

**U .**  
**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 13/10/2021. 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**

ANNA, BENNY

Execution by the Employee:

I, ANNA BENNY, 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

# U ■ S T

## **Annexure 1 (A)**

Name: ANNA BENNY,  
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**



# U S T

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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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.*

\* \* \* \* \*



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20207195373/Delhi**  
**Date: 28/11/2021**

Ms. Anitt Sunny  
Puthenveetil (H) Pala P.O ChethimattomChethimattom,  
Pala,  
Pala-686575,  
Kerala.  
Tel# 91-9400560914

Dear Anitt Sunny,

**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/DT20207195373**

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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**

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 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)



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 TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **16. Retirement**

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

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

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



## 18. Employment of Non Indian Citizens

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

## 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## **21. TCS Xperience Program**

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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>Anitt Sunny</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 Services, 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.



UST/19409811/7904419  
07/10/2021

Arun Stanly  
Trivandrum

Sub: Letter of Offer

Dear Arun,

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 13/10/2021. 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 13/10/2021. If you are accepting our offer letter, please send us your confirmation within 72 hours.

**U** ■  
**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 13/10/2021. 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**

Arun, Stanly

Execution by the Employee:

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

**Signed By Candidate**

**IP Address**

Arun Stanly

137.97.67.193

**Date**

2021-10-08T06:52:27.689+00:00

Encl : Annexure 1  
Annexure 2

# U ■ S T

## **Annexure 1 (A)**

Name: Arun Stanly,  
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**

# U S T

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.

# U . S T

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.



# U . S T 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.*

\* \* \* \* \*



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 07-May-2021

**Dear** Arya Somaraj ( B.Tech - CSE )

### **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

July 05, 2021

**Arya Somaraj**  
**Kalathil (H)**  
**Thalavady PO, Anaprambal**  
**Alappuzha (Dt.), Kerala - 689572**

Dear Arya Somaraj,

**SUB: Our offer for the position of Trainee – Software Engineer**

We are happy to let you know that we are impressed with your credentials and welcome you to the RapidValue family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team.

You will be inducted as a **“Trainee – Software Engineer”** and **Date of joining would be 12-July-2021**. Your training will be done in our office premises at Cochin, with the covid safety measures. Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months.

Post training you will be deputed to any one of our Practices and once the situation becomes normal, you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month**. At the end of both the training period, a formal evaluation of your performance will be made and on successful completion of training, your total Cost-to-Company (CTC) will be **Rs.3.60 LPA**. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at RapidValue. Please return the duplicate of this letter duly signed by you.

For RapidValue, An Aspire Systems (India) Private Ltd.



**Aravind Warriar**  
Director – Human Resources  
[aravind.warrier@rapidvaluesolutions.com](mailto:aravind.warrier@rapidvaluesolutions.com)

I hereby accept the offer.

Signature :  
Name : Arya Somaraj  
Date :

**Aspire Systems (India) Private Limited**

Registered Office:  
Old No.4, New No.7, II Trust Link Road, Mandaveli,  
Chennai - 600028, INDIA. Tel: +91-44-67404000 Fax: +91-44-67404234

Head Office:  
1/D -1, SIPCOT IT PARK, Siruseri, Chennai - 603103,  
Tamil Nadu, INDIA. Tel: +91-44-67404000 Fax: +91-44-67404234

## **Annexure 1: Terms and Conditions of Employment**

1. Any information provided by you prior to your employment with us will be subject to background verification. At any point of time, during your services at RapidValue IT Services, should we find this information inconsistent, your employment with us will be revoked without any prior notice.
2. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of RapidValue IT Services. You shall not, either during or after your employment, without the prior consent of RapidValue IT Services, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.
3. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.
4. RapidValue will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to RapidValue. Hence, you agree that you have the full intention to serve as an Employee of RapidValue for at least THREE years without causing disruption to the services of the company. In case you decide to leave RapidValue within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.
5. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.
6. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period.
7. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.
8. The annual CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, ESI, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Mediclaim, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you.

### **Aspire Systems (India) Private Limited**

*Registered Office:*

Old No.4, New No.7, II Trust Link Road, Mandaveli,  
Chennai - 600028, INDIA. Tel: +91-44-67404000 Fax: +91-44-67404234

*Head Office:*

1/D -1, SIPCOT IT PARK, Siruseri, Chennai - 603103,  
Tamil Nadu, INDIA. Tel: +91-44-67404000 Fax: +91-44-67404234

9. At RapidValue we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance with the same be transferring your services to other departments and you may be assigned any work to test your aptitude during the course of your services.
10. **Salary Changes:** Your probation is for a period of six months and on successful completion of your probation, you will be confirmed and promoted to “**Engineer**” and you can refer to the below mentioned table for the salary changes. These salary changes are subject to your performance. For eg: It will work like this:

Duration	Salary (Per Month INR)	Comments
Training Salary	15,000	Training period (3 Months Max)
Post Training	30,000	Salary gets revised to 30,000
Post Probation	-	Confirmation and Promotion to Engineer
Post Training + 12 months	35,000	Salary gets revised to 35,000
Post Training + 18 Months	40,000	Salary gets revised to 40,000
Post Training + 24 Months	45,000	Salary gets revised to 45,000
Post Training + 30 Months	45,000+Hike	Alignment with Org Cycle

You will finally be aligned with the regular Organizational cycle and will be covered in the immediate April cycle. This salary hike will be prorated based on the number of months that you have been in the system after the final salary change till April.

11. You are governed by the company’s policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities.
12. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.
13. RapidValue IT Services is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.

I hereby accept the offer terms and conditions.

Signature :  
 Name : Arya Somaraj  
 Date :

**Aspire Systems (India) Private Limited**

Registered Office:  
 Old No.4, New No.7, II Trust Link Road, Mandaveli,  
 Chennai - 600028, INDIA. Tel: +91-44-67404000 Fax: +91-44-67404234

Head Office:  
 1/D -1, SIPCOT IT PARK, Siruseri, Chennai - 603103,  
 Tamil Nadu, INDIA. Tel: +91-44-67404000 Fax: +91-44-67404234



**Date: 09-Sep-2021**

**Asirvad Abraham Varghese**  
**Mangalam College of Engineering**

**Appointment Offer: Software Engineer**

**Dear Asirvad Abraham Varghese,**

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.

**3. Reporting Date**

Your date of joining will be **10-Sep-21**.



#### 4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

#### 5. Compensation

Your compensation details are as stated in the table below.

<b>Compensation Details</b>		<b>Job Level: 3</b>
<b>I</b>	<b>Fixed Remuneration (A)</b>	<b>Amount in INR</b>
<b>Sl. No.</b>	<b>Component</b>	<b>Monthly</b>
1.	Basic Pay	<b>9,000</b>
2.	HRA	<b>3,600</b>
3.	Special Allowance	<b>10,100</b>
4.	Food Vouchers	<b>2,100</b>
5.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	<b>1,800</b>
6.	<b>Monthly Gross Earnings (Fixed)</b>	<b>26,600</b>
II	<b>Variable Remuneration :- Annual Target Performance Incentive (B) *</b>	<b>16,800</b>
* Target Performance Incentive (TPI) is the performance linked salary component for a financial year. The targets are set for half yearly and the TPI will be disbursed half yearly in accordance with the company guidelines that are applicable for the respective year. For the first year of your employment with IBS, the TPI will be calculated on a pro-rata basis, based on the number of months remaining in the given financial year, commencing from your Date of Joining.		
Gratuity will be paid as per Payment of Gratuity Act, 1972.		

In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,50,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.
- b) You will not be entitled to any payment, amenities or benefits other than those mentioned above

## **6. Working Week & Leave**

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
  - i. You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
  - ii. The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
  - iii. Attendance shall be mandatory between 10 AM and 5 PM.
  - iv. Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
  - v. The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

## **7. Promotion**

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company relevant and applicable.

## **8. Travel**

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

## 9. Minimum Period of Service

Your employment is governed by a two year service agreement and you are required to execute a bond / contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two lakh) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by two sureties, one of whom should be your parent.

## 10. Notice Period & Termination of Employment.

- a) Either party may terminate the agreement, for any reason or on convenience, by giving two months' notice to the other party without assigning any reason whatsoever.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
  - vi. by giving one month's notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;
  - vii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time;
  - viii. with immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

## 11. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company. You are expected to refrain from engaging yourself in any assignment/employment which may create a conflict of interest in duly exercising your responsibilities associated with the position offered hereunder.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavour to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier, deliver to the Company all the properties of the Company, in your custody or possession.
- d) All intellectual properties 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) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and

exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.

- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation for a duration of more than 45 days, you continue in employment with the Company for a period of at least 6 months from the end of such deputation.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorised absence, misbehaviour, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
  - i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in the country of employment, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future. You acknowledge and agree to this restriction, considering the Confidential and Proprietary Information of the Company, coming to your knowledge and possession during your tenure with the Company, which if disclosed to or shared with or made use by such competitors, may prejudicially affect and jeopardise the Company's interest.;
  - ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage

their business relationship with the Company. You acknowledge that any violation to this obligation may result in legal proceedings for actual damages ensued to the Company; or

- iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
  
- i) This Appointment Offer is to be read in conjunction with the rules and regulations, codes and policies, laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
- j) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorised officer nominated by the Company for this purpose.
- k) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
- l) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.
- m) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.
- o) This employment offer is made based on complete reliance to the representations you have provided to us, during our discussions prior to the release of the offer and other documents submitted by you. Any misrepresentation either oral or written or any fraud or forgery related to your representations or any documentation submitted revealed through your background verification may result in revocation of this offer. The Company reserves to terminate your employment, if such fraud, forgery or misrepresentation is cited, post acceptance of this offer or during employment with the Company.
- p) The offer is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of the potential employment responsibilities, which may include but is not limited to, your non -complete obligations with your previous employer/s.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.



Yours Sincerely,

**For IBS Software (P) Ltd.**

**Jayan P**

**(Sr.Vice President & Head of Global Human Resources)**

I have read and understood the terms and conditions of the above Appointment Offer and I hereby voluntarily and unconditionally accept the same.

Signed by:

Name:

Date:



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 07-May-2021

**Dear** Aswathy Prasad ( B.Tech - CSE )

### **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





Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1018763**

**Letter of Intent ("LOI")**

Dear Poorna Sudhakaran,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this Lol, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

## ANNEXURE 1

**Poorna Sudhakaran**

**Analyst and A4**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Effective 1<sup>st</sup> July 2022, (irrespective of your probation status, except for probation non-confirmation), your all-inclusive compensation will be revised to **INR 4,00,000/- (Rupees Four Lakh only)**. Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai - 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 730913**

### **Letter of Intent ("LOI")**

Dear SOJA SAM,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4 with Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this Lol, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

## ANNEXURE 1

### SOJA SAM

#### Analyst and A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 07-May-2021

**Dear** Devjith Prasad ( B.Tech - CSE )

### **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



Sruthy Emmanuel <sruthy.emmanuel@mangalam.in>

---

## Fwd: Regarding The HR interview

1 message

---

**DEVJITH PRASAD** <devjithprasad5@gmail.com>  
To: sruthy.emmanuel@mangalam.in

Tue, Apr 12, 2022 at 10:59 AM

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

From: **Timi Abraham(UST,IN)** <Timi.Abraham@ust.com>  
Date: Mon, Sep 6, 2021, 11:54 PM  
Subject: RE: Regarding The HR interview  
To: DEVJITH PRASAD <devjithprasad5@gmail.com>

Hello Devjith,

You are a "Select" from our end, congratulations !

According to the vacancies reporting batch by batch we are on boarding selected on campus candidates and we are planning to complete same before November first week.

Before one week of your joining we will release offer letter.

**Warm regards,**

**Timi Abraham**

Campus Relations

[ust.com](http://ust.com) | [Find your next opportunity here](#)



---

**From:** DEVJITH PRASAD <devjithprasad5@gmail.com>  
**Sent:** Sunday, September 5, 2021 8:12 PM



To: Timi Abraham(UST,IN) <Timi.Abraham@ust.com>

Subject: Regarding The HR interview

**EXTERNAL EMAIL** - Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Dear Sir

My Name is Devjith Prasad I attended the technical interview conducted by USTGLOBAL on Sep 2 of this month Interview was good interviewer informed me that i will get call or mail from the HR Team I don't get any calls or emails regarding the Hr interview Can i get a feedback from u sir regarding the HR interview

Hope for your Reply

---

**6 attachments**

 **image001.png**  
1K

 **image002.png**  
1K

 **image003.png**  
1K

 **image004.png**  
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 **image005.png**  
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**T .** **image006.png**  
3K



## DRD Communications and Software Private Limited

303, 3<sup>rd</sup> Floor, Building No. SCK - 01, SmartCity,  
Kakkanad, Kochi - 682042, Kerala, India.

Phone: 0484 - 2970335  
CIN: U72200KL2015FTC039205

**Ref: DRDCS/HR/2021-22/094**

**Date: 24-Oct-2021**

**ANANDU PRASAD**  
Karadikunnel House  
Kadanadu P.O.  
Pala  
Kottayam  
Pin - 686653

Dear Mr. Anandu,

**Sub: Letter of Offer and Terms of Employment**

Thank you for exploring career opportunities with DRD Communications And Software Private Limited (DRDINDIA). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You are selected for the position of **Asst. Software Engineer (Trainee), Band VIBGYOR**. Your annual CTC including all benefits will be **Rs.2,41,570/-**.

Please get in touch with the DRDINDIA - HR Manager / Induction officer within 7 days and confirm your acceptance of this offer by signing and returning Annexure 2 of this letter. Your date of joining shall be **1<sup>st</sup> November 2021**. Annexure 3 provides the contact details of DRDINDIA offices.

Please note that this offer will lapse if it is not accepted within **7** days. In the event of any delay in your acceptance of this offer, DRDINDIA shall have the sole discretion to determine if this offer is open to you.

As discussed, you shall join DRDINDIA on or before **1<sup>st</sup> November 2021**. If you fail to join by the said date this offer shall stand cancelled.

## **Benefits**

- Benefits are attached in Annexure 1.

## **Terms of Employment**

1. **Probation Period:** First six Months of your service will be probation period. During this period, you will be appraised and if your performance is found satisfactory DRDINDIA would confirm you. This confirmation will be communicated to you in writing.

If your performance is found unsatisfactory, DRDINDIA may extend the probation period up to a maximum of **6 Months** or terminate your employment with immediate effect.

During the extended probation period, if your performance is still found unsatisfactory, DRDINDIA may terminate your service with or without any notice or assigning any reasons whatsoever.

The terms and conditions of the employment are governed by various policies in practice. DRDINDIA reserves the right to amend any policy.

2. **Mobility:** DRDINDIA reserves the right to transfer your services 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.
3. **Compensation Structure/Salary Components:** The compensation structure/salary components are subject to change as per DRDINDIA's compensation policy from time to time at its sole discretion.
4. **Alternate Employment:** As a whole-time associate of DRDINDIA, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of DRDINDIA.
5. **Confidentiality Agreement:** As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of DRDINDIA and its clients.
6. **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.
7. **Notice Period:** You can terminate your employment by giving **90** days written notice.
8. **Retirement:** You will retire from the service of the Company on reaching your 56<sup>th</sup> birthday as per the proof of age submitted by you at the time of joining.

CIN: U72200KL2015FTC039205

DRDCS/HR/LF/1

9. **Background Check:** Your employment will be subject to a background check in line with DRDINDIA's background check policy. A specially appointed agency or DRDINDIA will conduct internal and external background checks. Normally, such checks are completed within one month of joining or may take extended time.

If the background check reveals unfavorable results, you will be liable to disciplinary action including termination of service without notice.

10. **Submission of Documents:** At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- (a) Standard X- and XII-Mark sheets equivalent
- (b) Degree certificate and mark sheets for all semesters
- (c) Postgraduate degree certificate and mark sheets for all semesters (if you are a post-graduate)
- (d) Birth Certificate/SSLC Book/Proof of Age
- (e) Experience certificate from your previous employer(s) indicating the following:
  - Period of employment and designation
  - Technology areas you worked on
  - Certificates for any training provided by your previous employers in various technologies
- (f) Release letter from your current employer indicating the date of release
- (g) Resignation Acceptance letter from your current employer.
- (h) Pay-slip from the previous employer – last 3 months
- (i) Relevant course certificates
- (j) Voter's ID (3Copies)
- (k) Passport (3 Copies)
- (l) Pan card (3 Copies)
- (m) Aadhar Card (3Copies)
- (n) 6 Passport Size Photographs and 1 Stamp Size Photo
- (o) An affidavit undertaking that there is no criminal offence registered/pending against you.
- (p) Medical Fitness Certificate

Original documents will be returned to you after verification.

11. **Medical Fitness:** Employment as per this offer is subject to the condition that you should be physically fit for the post.

12. **Terms and Conditions:** The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. **Rules and Regulations of the Company:** Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of DRDINDIA as applicable to you and the changes therein from time to time.

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

You may undergo our Initial Learning Program to build a strong foundation for your career with us.

We look forward to having you in our global team as we move towards achieving new heights.

for **DRD Communications And Software Private Limited**

Sd/-

**Nisha Mary Koshy**  
Asst. HR Manager

Encl: Annexure 1: Gross Salary Sheet  
Annexure 2: Acceptance  
Annexure 3: List of DRDINDIA Offices

[Annexure – 1]

### GROSS SALARY SHEET

Please find your annual CTC details below. (All components are in Indian Rupees)

<b>Components</b>	<b>Per Annum (INR)</b>
Basic Salary	1,98,240.00
DA	18,408.00
Gratuity	10,416.00
Encashment - Unavailed EL	7,222.00
ESI Employer Contribution	7,044.00
WWF Employer Contribution	240.00
<b>Total Cost to Company (CTC)</b>	<b>2,41,570.00</b>

[Annexure – 2]

**OFFER ACCEPTANCE LETTER**

Date: .....

From,

**ANANDU PRASAD**  
Karadikunnel House  
Kadanadu P.O.  
Pala  
Kottayam  
Pin - 686653

To,

The HR Manager,  
DRD Communications And Software Private Limited  
303, 3<sup>rd</sup> Floor,  
Building No. SCK 01, SmartCity, Kochi

Dear Sir,

**Sub: Offer Acceptance Letter**

I am pleased to accept your offer and honored to inform you that I am joining the company from ---/---/2021 as **Asst. Software Engineer (Trainee), Band VIBGYOR** with respect to your offer letter dated **24<sup>th</sup> October 2021, Ref No. DRDCS/HR/2021-22/094**. As we discussed and decided, my starting annual CTC will be **Rs.2,41,570/-**. I understand and accept the terms and conditions of employment that you have explained in your offer letter.

This position is ideally suited to my educational background, experience and interests. I confidently feel that I can make a significant contribution to your company, and I am grateful for the opportunity you have given me. I humbly request you to accept my acceptance letter.

Thanking you,

Yours faithfully,

**ANANDU PRASAD**

CIN: U72200KL2015FTC039205

DRDCS/HR/LF/1

[Annexure – 3]

## DRDINDIA OFFICES AND CONTACT DETAILS

### Registered Office:

DRD Communications And Software Private Limited,  
303, 3<sup>rd</sup> Floor,  
Building No. SCK 01,  
SmartCity,  
Kakkanad,  
Kochi - 682030

### Contact Person:

HR Manager  
Phone: +91-484-2970335  
Email: [hr@drd.co.in](mailto:hr@drd.co.in)

### Corporate Office:

DRD Communications  
No-1 Croydon  
12-16 Addiscombe Rd  
Croydon, Surrey  
CR0 0XT  
United Kingdom

CIN: U72200KL2015FTC039205

DRDCS/HR/LF/1



To:  
**Ms. Aswathy M N**  
**B.Tech**  
**Group: Computer Science**  
**College: Mangalam College of Engineering**

16-June-2021

**Sub: Provisional Offer Letter**

Dear **Ms. Aswathy M N**


Congratulations on your selection as **Software Engineer** in Eoxys.

This offer of appointment is being made to you to join us **on or before 26<sup>th</sup> July 2021** or as soon as you got the final mark sheet with First class score.

- 1. You shall have to complete 'C' programming logic assessment test at Eoxys Bangalore office to confirm and satisfactory pass the test to confirm valid offer of joining with eoxys**
2. 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.
3. 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. 2,20,000/- (Rs. Two Lakh Twenty Thousand Only)**.
4. Please contact the Administration Dept, Eoxys, Bangalore with your final degree mark sheet (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.
5. 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.
6. 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.
7. 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**  
**Director**



To:

16-June-2021

**Ms. Rakhi R Nair**

**B.Tech**

**Group: Computer Science**

**College: Mangalam College of Engineering**

**Sub: Provisional Offer Letter**

Dear **Ms. Rakhi R 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 26<sup>th</sup> July 2021** or as soon as you got the final mark sheet with First class score.

- 1. You shall have to complete 'C' programming logic assessment test at Eoxys Bangalore office to confirm and satisfactory pass the test to confirm valid offer of joining with eoxys**
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7. 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**

**Director**



To:

16-June-2021

**Mr. Roshan M Thomas**

**B.Tech**

**Group: Computer Science**

**College: Mangalam College of Engineering**

**Sub: Provisional Offer Letter**

Dear **Mr. Roshan M Thomas**

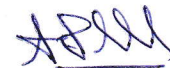
Congratulations on your selection as **Software Engineer** in Eoxys.

This offer of appointment is being made to you to join us **on or before 26<sup>th</sup> July 2021** or as soon as you got the final mark sheet with First class score.

- 1. You shall have to complete 'C' programming logic assessment test at Eoxys Bangalore office to confirm and satisfactory pass the test to confirm valid offer of joining with eoxys**
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7. 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**

**Director**



**FUJITSU CONSULTING INDIA PRIVATE LIMITED**

A-15, MIDC Technology Park, Talawade, Pune - 412114, India  
 Tel: +91 20 2769 0001  
 Fax: +91 20 2769 2923  
 Regd. Office: A-106, LGF, Dayananda Colony, Lajpat Nagar-IV, New Delhi, PIN - 110024



shaping tomorrow with you

**Offer/Appointment Letter**

Outward No: HR/OL/ 921-38451

Date: 21/9/2021

To,

**ASWATHY M N**

MALIYIL HOUSE CHITTADY PO CHITTADY,686512

Pin:686512

Tamil Nadu India

Dear **ASWATHY M N**,

With reference to our employment offer letter dated 21/9/2021, we are pleased to offer you an appointment in our organization as **FJ07 in Application Development & Management Services**. Your Role will be **Technical Service Trainee**. We strongly believe that the association would be mutually beneficial. Your annual salary along with the break-up of salary is attached herewith in Annexure-A.

You are required to join on **22/9/2021** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

In token of your acceptance of this appointment, kindly sign this letter and the employment agreement attached hereto at the bottom of the right corner of each page, and return the duplicate copy of the same to the HR department.

The location of your initial reporting & posting would be **Chennai**. However, the location of your posting can be changed to any of our units / departments situated anywhere in India or abroad depending on the business requirements.

You shall be on probation for **12 months** period. Unless communicated otherwise your services will be deemed to be confirmed on completion of the period of probation or any extension thereof as per the terms of your employment agreement and in accordance with the policies of Fujitsu Consulting India Private Limited.

Your employment shall at all times be governed by the employment agreement and the policies of Fujitsu Consulting India Private Limited as amended from time to time.

In case you require any further clarification, please contact HR Department.

We welcome you to Fujitsu consulting India Private Limited, and wish you a rewarding career over the years to come.

For **Fujitsu Consulting India Private Limited**,

**Sumit Sabharwal****Head- Human Capital Management**

I accept the appointment

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

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

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

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

**Employment Agreement**

This agreement made effective on **22/9/2021** between

**Fujitsu Consulting India Private Limited**, a company incorporated and existing under the Companies Act, 1956, and having its registered office at A-106, LGF, Dayanand Colony, Lajpat Nagar-IV, New Delhi, PIN – 110024, India (hereinafter referred to as the "**Company**") which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors in interest and assigns) of the **ONE PART**;

AND

ASWATHY M N daughter of Mr.C NESIYAN, years 23, indian National, residing at MALIYIL HOUSE CHITTADY PO CHITTADY,686512 -686512 Tamil Nadu India (hereinafter referred to as the "**Employee**") which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include his heirs, executors and administrators) of the **OTHER PART**

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

**RECITALS**

WHEREAS the Company is in the business of software services which encompasses of providing technical consulting, development and professional services, in accordance with the needs of its Clients (as defined hereinafter).

And, WHEREAS the Employee desires to be employed by the Company and the Company has made an employment offer ("Appointment Letter") to the Employee and in pursuant thereof desires to employ the Employee on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto agree as follows:

## 1. DEFINITIONS AND CONSTRUCTIONS

1.1. For the purpose of this Agreement, the following terms shall have the meaning set forth in this paragraph:

- "Agreement" shall mean this agreement including the Annexure attached hereto.
- "Associated Company" shall mean:
  - (i) which is directly or indirectly controlled by the Company; or
  - (ii) which directly or indirectly controls the Company; or
  - (iii) which is directly or indirectly controlled by a third party who also directly or indirectly controls the Company; or
- "Client(s)" shall mean any Person, which does business with the Company or has requested or received a proposal to do business with the Company
- "Confidential Information" shall mean all non public information including but not limited to specifications, designs, drawings, algorithms, processes, systems and procedures, computer programs, methods, ideas, "know how" and, business information such as sales and marketing materials, plans, accounting and financial information, credit information on Clients, list containing the names, addresses and business needs of Clients, sales reports, price list, personal records including the names and addresses of Company's Employees, contractors and sub contractors and any other information relating to the Company and/or the Associated Company which Employee learns, discovers, conceives, or originates or prepares during his employment with the Company whether designated as confidential expressly or by the circumstances in which it provided, is to be kept confidential or which the Employee might reasonably expect the Company would regard as confidential. Confidential information shall not include information which, now or in the future, is available to the public (other than through improper disclosure by Employee or by another person) or information rightfully acquired by a third party.
- "Intellectual Property" shall mean all forms of intellectual property subsisting under the laws of India and all analogous rights subsisting under the laws of other jurisdictions and shall include any product or process of the human intellect whether registrable as patents, trade marks, copyrights, designs or otherwise such as an invention, expression or literary creation, unique name, trade secret, business method, database, industrial process, computer program, source code, process and presentation.
- "Intellectual Property Rights" shall mean all rights, benefits, title or interest in or to any Intellectual Property, anywhere in the world (whether registered or not and including all applications for the same);
- "Person" shall mean and include an individual, an association, a corporation, a partnership, a joint venture, a trust, an unincorporated organisation, a joint stock company or other entity or organisation, including a government or political sub-division, or agency or instrumentality thereof and/or any other legal entity.

### 1.2 Construction

- Any reference in this Agreement to any statute or statutory provision shall be construed as including a reference to that statute or statutory provision as from time to time amended modified extended or re-enacted whether before or after the date of this Agreement and to all statutory instruments orders and regulations for the time being made pursuant to it or deriving validity from it.
- The words "hereof," "herein" and "hereunder" and words of similar import when used in this Agreement shall refer to this Agreement as a whole and not to any particular provision of this Agreement. The words "include", "including" and "among other things" shall be deemed to be followed by "without limitation" or "but not limited to" whether or not they are followed by such phrases or words of like import.
- Unless the context otherwise requires words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders and the words denoting persons shall include bodies corporate unincorporated associations and partnerships.
- Unless otherwise stated time will be the essence of contract for the purpose of the obligations under this Agreement.
- Unless otherwise stated references to sections, sub section, sub-paragraph relate to this Agreement.

## 2. COMMENCEMENT OF EMPLOYMENT

- 2.1. The Employee's employment with the Company will commence from 22/9/2021 ("the Commencement Date.") and shall continue till termination of such employment in accordance with this Agreement.
- 2.2. The Employee will be on probation for a period of **12 months**. This period may be extended at the Company's discretion. During the probationary period and any extension thereof ("the Probationary Period"), either Party shall be entitled to terminate this employment, without assigning any reason, by either (i) **by giving 15 days prior notice during the first six months and from seventh month onwards the notice period will be of 90 days** or (ii) paying salary (that is, as per Employee CTC) in lieu of notice. The Company shall have the right to terminate the Employee's employment during the Probationary Period for misconduct or failure or deficiency to perform duties under the Agreement forthwith by written notice. Unless communicated otherwise, the Employee services should be deemed to be confirmed on completion of the period of probation or any extension thereof.
- 2.3. During the period of employment with the Company, the Company will incur substantial expenditure on imparting professional and technical training to the Employee. Therefore, the Company will incur substantial financial loss in the event of the breach of this agreement and that of the Service Bond that would be required to be signed by the Employee at a later stage, including his/her leaving the Company for any reason/s within a period of Two years. The Employee shall compensate the Company by paying 2,00,000/- (Rupees Two Lakhs Only) for any such breach of this agreement.

## 3. DUTIES:

- 3.1. Employee agrees and acknowledges that the employment of the Employee shall at all times be governed by the terms and conditions set forth in this Agreement and other conditions outlined in the Offer Letter and the policies and procedures of the Company from time to time.
- 3.1A.** The Employee is required to abide by security policies and procedures prevailing in Company from time to time and as applicable to its role and designation in the Company. It is the Employees obligation to be familiar with all Company security policies, procedures and instructions, and remain current on all trainings related to security and to raise to their manager any security vulnerabilities of which they become aware.
- 3.2. Employee shall be performing such computer programming, software development, system analysis, technical consulting, technical writing or any other specialized technical work and marketing as directed to be performed by the Company or Company's Client.
- 3.3. Employee agrees and understands that the nature and scope of Employee's work may change from time to time based on the requirements of the Company. Employee acknowledges that though the Company typically observes Saturdays and Sundays as weekly off days. However depending upon the Project/Assignment delivery need(s), the Company may require utilizing these days as normal working days or may even require different working hours and the Employee agrees they will strictly adhere to the work schedule as provided by the Company. At times, the Employee may also be required to work in different shifts based on the business requirements so Employee agrees not to refuse incase instructed to stay over beyond working hours or to work in shifts due to exigencies of work. Employee acknowledges and agrees that the Company reserves the right to transfer or depute them

anywhere in India or abroad them to any of the Company's location, division, department, or to any other organization, or at any of the Client offices, project locations, divisions or departments.

- 3.4. The Employee shall be required to travel as may be necessary in the performance of the Employee's duties. The Employee agrees that he may be required as part of his employment to perform duties or services not only for the Company but also for any Associated Company where such duties or services are of a similar status to or consistent with the Employee's designation with the Company. The Company may at its sole discretion assign the Employee's employment to any Associated Company on terms and conditions that are no less favorable than those set out, or referred to, in this Agreement
- 3.5. The Employee shall be permitted to provide the address of the Company only to valid business contacts and shall be individually responsible for it. The Company does not take any responsibility for any of Employee's personal mails received at the Company's address.
- 3.6. The Employee shall at all time strictly adhere to the Information Security policies and procedures including GDC and GPMO – End User Security Policy of the Company and under no circumstances copy, download or extract any licensed, unlicensed, paid or unpaid programs, softwares, data, information or applications, during the course of employment whether working onsite or offsite, using Company's or Clients Internet or Email or any other related IT resources. Non-compliance of any provision of said policy may result in disciplinary action, including immediate termination from service for cause.

#### 4. TERM:

Subject to the Employee's acceptance of the Appointment letter and signing this Agreement, Employee's employment with the Company shall commence from the Commencement Date and shall continue unless terminated as per Section 6 below.

#### 5. COMPENSATION & BENEFITS

- 5.1. The Employee's annual salary for all services rendered shall be as specified in **Annexure A** (less applicable withholdings), payable in accordance with the Company's policies, procedures and practices, as they may exist from time to time. The Employee confirms that the compensation includes amount payable for assignment of Intellectual Property as envisaged below and adhering to all rights and restrictions contained in this Agreement.
- 5.2. The Employee's benefit package shall be as specified in **Annexure A**, as per the Company's policies, procedures and practices, as they may exist from time to time.
- 5.3. Employee acknowledges and agrees that the Compensation structure may be altered/ modified by the Company at any time without any prior notice to Employee.
- 5.4. Employee further agrees that the Salary, allowances and all other payments/ benefits shall be governed by the Company's rules as well as statutory provisions in force and subject to deduction of appropriate taxes at source. All incentive payments are provided to Employee by the Company's at its own discretion and may be changed or cancelled at any time.

#### 6. TERMINATION OF EMPLOYMENT AND CONSEQUENCES OF TERMINATION

##### 6.1. Termination

6.1.1. **Subject to clauses 3.6, 6.1.2 and 6.1.3** hereof, either the Employee or the Company may terminate this Agreement by giving the other Party written notice of at least **90 calendar days** in advance of the Party's intent to terminate the Agreement. On the notice being served on the Company, the Company, at its discretion, may relieve the employee without completion of the notice period. The Company shall be entitled to pay salary in lieu of the notice to the Employee in the event of termination of the employment by the Company. Due to exigencies of business the Company may, at its sole discretion, reject the adjustment of salary in lieu of notice and ask you to serve either the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issuance of a letter by the Company to that effect. Not fulfilling the notice period conditions would mean that the employer may, at its discretion, initiate legal proceedings against the delinquent employee.

##### 6.1.2. Reasons for termination

Without prejudice to the grounds of termination as stated in Clause 3.6, 6.1.3, 6.1.4 and 13, the employee is liable to be terminated or dismissed from his services with immediate effect for good cause in the following situations which are by way of illustration and not limitation to other grounds for dismissal for good cause:

- Misconduct or disobedience of written instructions given by the reporting officer or higher management
- Misrepresentation or giving false statements about personal, academic or professional background or suppression of relevant facts during the selection process or at the time of joining
- Involvement in criminal offence
- Violation of the terms of employment and undertaking given at the time of joining/or thereafter, or violation of the service agreement
- Medically or mentally unfit
- Sexual harassment
- Loss of confidence
- Abetting or inciting others to disobedience or misconduct
- Indulging in unprofessional activities
- Moral turpitude
- Obstruction or lack of cooperation in any investigation by the Company or any government agency
- Theft of Company's (or Clients) proprietary data, information
- Unethical conduct
- Any substance abuse, not limited to drug, alcohol addiction
- Conflict of interests with Company's business interests
- Seven days of unapproved or uninformed absenteeism from Duty would be treated as 'Absconding' (and followed by termination as per policy)
- Failure to adhere to any instructions or directions of the Company in the ordinary course of employment, including but not limited to, directions as to temporary or permanent postings, relocations or deputations at any business location of the Company or any business location of its client within India or outside India.

6.1.3. The Company reserves the right to terminate this Agreement without any prior notice if the employee is found unsuitable due to performance or other reasons, within the first 90 days of the Agreement.

6.1.4. Notwithstanding anything contained in this Agreement, employee is liable to be terminated or dismissed from the services in case unsatisfactory performance by serving advance notice of at least **30 calendar days** in advance of the Party's intent to terminate the Agreement or by payment of salary in lieu thereof except in the following cases:

- (a) in case of unsatisfactory performance improvement process where the employee can be terminated without any advance notice or salary in lieu

thereof

(b) when the employee is terminated during the first 90 days as stated in clause 6.1.3,

## 6.2 Consequence of termination

- 6.2.1.** The Employee agrees that the Company may, and the Employee expressly authorizes the Company to, deduct from the Employee's payment any such outstanding expenses, which were or remain unpaid at the time of the termination of the Employee's employment. In case of termination within a period of 12 months from the Commencement Date, the Company would be authorized to deduct the joining relocation expenses incurred on the Employee, if any, along with an amount of INR 5000 towards administrative and other expenses.
- 6.2.2.** Any provision or covenant of this Agreement, which expressly, or by its nature, impose obligations beyond the expiration or termination of this Agreement, shall survive such expiration or termination.

## 7. PERSONAL SERVICES OF EMPLOYEE:

Employee must personally perform the work as directed by the Company. Employee agrees to not hire, supervise or pay assistance to other individuals to perform any portion of work, except as specifically directed in writing by the Company.

## 8. EXCLUSIVITY:

Employee hereby agrees that during the term of this Agreement he shall provide full time services to the Company and shall not provide services, consultancy or advisory work whether paid or unpaid, full time or part time, to any other third party without the express written consent of the Company.

## 9. NON-COMPETE AND NON-SOLICITATION

- 9.1.** During the subsistence of this Agreement, the Employee undertakes not to directly or indirectly in any manner whatsoever:
- (i) serve as an advisor, agent, consultant, director, employee, officer, partner, proprietor or otherwise of any business in competition with the Company's business as conducted by the Company during the course of his employment with the Company;
  - (ii) have any ownership interest in any business in competition with the Company's business as conducted by the Company during the course of his employment with the Company; and
  - (iii) participate in the organization, financing, operation, management or control of any business in competition with the Company's business as conducted by the Company during the course of his employment with the Company.
  - (iv) Have any complete or partial ownership interest in Vendor/Customer/Partner of the Company without seeking written approval of the Company. For seeking approval Employee is required to provide necessary details in the Company's prescribed format as provided in Quality Management system.
- 9.2.** During the subsistence of this Agreement and for a period of twelve months immediately following the termination of this Agreement, the Employee undertakes not to directly or indirectly in any manner whatsoever:
- (a) induce, or solicit, or entice or procure, any person who is a Company employee, independent contractor or consultant to leave the Company's employment or other working arrangement; or
  - (b) be personally involved to a material extent in (i) accepting into employment or (ii) otherwise engaging or using the services of any person who is a Company employee;
  - (c) solicit, contact, interfere with, do business with or endeavour to entice away from the Company any Person who is, or was a Client of the Company or was a prospective customer or client of the Company and with whom the Employee had contact during the employment tenure.
- 9.3.** The Employee undertakes that in the event he leaves the employment of the Company for any reason whatsoever, he hereby grants consent to notification by the Company to his new employee about his obligations under this Agreement
- 9.4.** That the employee agrees not to directly or indirectly compete with the business of the Company during the period of employment and for a period of one year following termination of employment and notwithstanding the cause or reason for termination. The term "not compete" as used herein shall mean that the Employee shall not accept employment or any other engagement with any client of the Company including any customer or associate of that client and that the Employee shall not engage in any business activity in which the Company may substantially involve itself during the term of employment.

## 10. DIRECTIONS, SUPERVISION AND COOPERATION:

- 10.1.** Employee agrees to adhere to all applicable policies, procedures and rules of the Company as mentioned in various employee policy documents (the "Policy Documents") and as may be amended and revised from time to time. The Policy Documents shall inter alia include provisions relating to conduct of employees including conduct of employees on Client's site, holidays, sickness, grievance redressal procedure, behavior towards women employees etc. as amended from time to time and the Employee is required to abide by the same. In case of being posted at client site, the employee agrees to abide and adhere to all applicable policies, procedures and rules of the client.

## 11. CONFIDENTIALITY

- 11.1.** The Employee agrees and acknowledges that during the course of his employment with the Company, the Employee shall have access to Confidential Information of the Company and/or the Associated Company and/or its Vendors and Clients present, past and/or prospective as well as personal information of other Associates. The Employee understands and acknowledges that access to the Confidential Information has been provided to the Employee solely as a consequence of his employment with the Company.
- 11.2.** The Employee understands and acknowledges that the Confidential Information is of immense value to the Company and/or its present, past or prospective clients. The Employee understands that any use or disclosure of such Confidential Information including any inadvertent disclosure can cause immense and irreparable harm, loss, damage and injury to the Company or its Associated Companies or its Vendors or its Clients or its fellow Associates and their reputation and hence the Employee undertakes to keep such Confidential Information confidential and use it solely in the manner expressly authorized by the Company and only during the term of his employment with the Company.
- 11.2.1** The Employee shall neither during his employment (except in the proper performance of his duties) nor at any time after its termination directly or indirectly:
- (i) use, for his own purposes or those of any other person, company, business entity or other organization whatsoever; or
  - (ii) disclose to any person, company, business entity or other organization whatsoever; any Confidential Information relating or belonging to the Company or any of its Clients.

**12. INTELLECTUAL PROPERTY**

- 12.1.** The Employee acknowledges that all Intellectual Property which the Employee solely or jointly conceives or develops or reduces to practice or causes to be conceived or developed or reduced to practice, during his employment with the Company, shall belong to the Company absolutely and the Company alone, at its sole discretion, shall have the right to exploit any and all of the said Intellectual Property rights by any means throughout the world. The Employee shall not have nor claim any right in any of the aforementioned Intellectual Property in any manner whatsoever. The Employee further understands and agrees that the decision whether or not to commercialise or market the Intellectual Property is within the Company's sole discretion.
- 12.2.** The Employee hereby irrevocably and unconditionally waives any and all moral rights or any rights of similar nature under any law in any jurisdiction in and to any and all material written, created or devised by him whether solely or jointly and pertaining specifically to the operation or business of the Company or resulting from or suggested by anything which the Employee shall have done pursuant to his appointment with the Company.
- 12.3.** The Employee hereby irrevocably appoints the Company as its constituted attorney for the purpose of executing in the name of the Employee and on his behalf all such deeds and documents as may be required pursuant to this Section 12 which relate to Company's ownership of Intellectual Property Rights.
- 12.4.** The Employee acknowledges that his remuneration includes compensation for the confirmation and the assignment to the Company of all Intellectual Property created by him.

**13. REPRESENTATIONS:**

The Employee represents and warrants that all information provided by the Employee (including resume, interviews, degree documentations, prior employers and positions held with that employer and references) for the purposes of employment with the Company is true and accurate. Employee further warrants that he is not restricted by any agreement, arrangement, contract, understanding, Court Order or otherwise and has no conflict of interest derived from an employment or other agreement made with any third party. Employee understand that any misstatement made by Employee concerning his background information and qualification or agreements made with other parties may be grounds for immediate termination by the Company and the Employee shall be responsible for any damages that may have been caused to the Company.

**14. General Provisions****14.1 Moral Responsibility & Honesty:**

The employee is expected to deal with Company's, Associated Company's and Third Party's money, material and documents with utmost honesty and professional ethics. The employee service may be dispensed at any time without any notice if the employee is found guilty of gross indiscipline, fraud, falsification of documents, misappropriation of any corporate assets or opportunities or acting against the interest of the Company.

**14.2 Secrecy:**

- (a) The employee shall not give anyone, by word of mouth writing, facsimile any particulars or details, which he or she acquires during the course of this employment with the Company of its working system, technical know how, security arrangements, administrative and/or Organization matters and of its clients whether confidential, secret, either during the employment with Company or afterwards.
- (b) Employee acknowledges that the terms and conditions of this contract, as stipulated here or to be intimated hereafter are to be treated as strictly confidential and he/ she will not divulge its contents to any employee of the Company/person connect with the Company.

**14.3 Education:**

In case the employee intends to appear in some examinations or wish to attend some classes while working with the Company, then he/ she is required to obtain prior permission in writing from the Functional Head HCM of the Company by giving full details of course including time frame involved.

**14.4 Disclosure of Criminal offence:**

Employee is required to make a full disclosure in the event of having been accused, charged and/ or convicted for any criminal offence, at any time whether prior or subsequent to joining the Company. The disclosure should be made in the Company's prescribed format as provided in Quality Management System.

**15. MISCELLANEOUS****15.1 Indemnity**

**15.1.1** Without prejudice to any other right available to the Company in law or under equity, the Employee hereby indemnifies and agrees to defend and hold harmless the Company their directors, officers and employees, from and against any and all losses, liabilities, damages, deficiencies, demands, claims, actions, judgments or causes of action, assessments, interest, penalties and other costs or expenses (including, without limitation, reasonable attorneys' fees and expenses) (the "Losses") based upon, arising out of, or in relation to or otherwise in respect of:

- (i) any act of neglect or misconduct in respect of any matter arising out of carrying out the duties assigned to the Employee; or
- (ii) breach of representation or warranty ; or
- (iii) any breach in respect of any matter arising out of carrying out the duties assigned to the Employee resulting in any successful claim by any third party against the Company.

**15.2 Notices**

**15.2.1** Any notice or other communication required to be sent under this Agreement by the Company shall be sent or delivered to the address as noted in the company records.

**15.3 Entire Agreement**

This Agreement embodies the entire Agreement between the Parties hereto and other than additional authorizations or documents signed in connection with employment supersedes all prior or contemporaneous, oral or written understandings, negotiations, or communications on behalf of such Parties.

**15.4 Severability**

If any provision of this Agreement is invalid, unenforceable or prohibited by law, this Agreement shall be considered divisible as to such provision and such provision shall be imperative and shall not be part of the consideration moving from either Party hereto the other, and the remainder of this Agreement shall be valid, binding and of like effect as though such provision was not included herein.

**15.5 Modification and Waiver**

No modification or amendment of this Agreement shall be valid or binding unless made in writing and, in the case of an amendment, executed by both the Parties and in the case of a waiver, by the Party against whom the waiver is to be effective. No failure or delay on the part of any of the Parties in the exercise of any right, power, privilege or remedy provided in this Agreement shall operate as a waiver of such right, power, privilege or remedy, or as a waiver of any preceding or succeeding breach by the other Party to this Agreement. Any single or partial exercise of any right, power, privilege or



remedy shall not preclude any other or further exercise of such or any other right, power, privilege or remedy provided in this Agreement all of which are several and cumulative and are not exclusive of each other or of any other rights or remedies otherwise available to a party at law or in equity.

#### 15.6 Force Majeure

Neither Party will be liable to the other for failure to perform its obligations hereunder if and to the extent that such failure to perform results from causes beyond its control, including, without limitation, strikes, lockouts, or other industrial disturbances; civil disturbances; fires; acts of God; acts of a public enemy; compliance with any regulations, order, or requirement of any governmental body or agency; or inability to obtain transportation or necessary materials in the open market.

#### 15.7 Contradiction

In case of any contradiction between this contract and Company general policies, Company policies as stated in the Quality Management System shall prevail but only to extent of contradiction.

#### 15.8 Governing Law and Jurisdiction

This Agreement is made under and will be construed in accordance with the laws of India. Both Parties irrevocably agree that any legal action, suit or proceeding brought by it in any way arising out of this Agreement must be brought solely and exclusively in the courts of Chennai that end and intent in mind the Parties submit to the exclusive jurisdiction of courts of Chennai only.

For Fujitsu Consulting India Private Limited,  
Sumit Sabharwal  
Head- Human Capital Management

**I HAVE CAREFULLY READ AND UNDERSTOOD ALL THE TERMS OF THIS AGREEMENT. I CONVEY MY ACCEPTANCE BY SIGNING A COPY OF THIS AGREEMENT AND RETURNING THE SAME TO THE COMPANY.**

Name in Full : \_\_\_\_\_ Place: \_\_\_\_\_  
Signature : \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Encl: Annexure-A (Salary Structure)

#### Annexure-A

**ASWATHY M N  
FJ07**

With reference to your Appointment Letter, the compensation package would be as mentioned here under:

A	Emoluments	Monthly(Rs.)	Annualized(Rs.)
1	Basic	15000	180000
2	House Rent Allowance	3000	36000
3	Education Allowance	200	2400
4	Other Allowance	4062	48744
5	Bonus	3800	45600
	<b>TOTAL 'A'</b>	26062	
<b>B</b>	<b>Flexible Benefit Plan *</b>		
1	Telephone Reimbursement	0	0
2	Leave Travel Allowance	N/A	0
	<b>TOTAL 'B'</b>	0	
<b>C</b>	<b>Others</b>		
1	Company Contribution to Provident Fund(PF)	1800	21600
2	TimeSheet Linked Payout	0	0
	<b>TOTAL 'C'</b>		334344
	Employee Benefit Insurance ~	N/A	7000
	Gratuity	N/A	8656
	<b>TOTAL COST TO COMPANY</b>		<b>350000</b>
* Flexible Benefits Plan are exempt from tax to the extent of Bills/Proofs produced and as admissible under Tax rules ~ Employee Benefit Insurance covers a packaged cost of medical, life and personal accident insurance			

The Monthly portion of the salary will be paid by the 1st banking day of the next month, Taxable components of the Quarterly portion will be paid along with the Payroll for the Quarter-end months (June, Sept, Dec and March) and the Annual portion will be paid with March Payroll.

As part of the Company's prevalent Welfare Policy, each employee is suitably insured. Within 45 days of your employment, the Company would also take an insurance cover for you for life and accident for **Rs. 2500000** and a Mediclaim policy for self **Rs. 300000**. Insurance covers would begin after the Insurance Company accepts and processes all information provided by you after joining. Any subsequent claims will be submitted by the employee to the Insurance Company and will be subject to the terms and conditions of the Insurance Company.

The Company provides for Gratuity benefits to all its employees.

For **Fujitsu Consulting India Private Limited,**

**Sumit Sabharwal**

**Head- Human Resources**

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**Declaration:**

I have read and understood all portions of Annexure- A. I accept the same

Employee Signature \_\_\_\_\_

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

Employee Name \_\_\_\_\_  
-----



Sruthy Emmanuel <sruthy.emmanuel@mangalam.in>

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## Fwd: Warm Welcome from Amazon: Digital Associate

2 messages

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**Jezina Shahul Hameed** <hjezina@gmail.com>  
To: "sruthy.emmanuel" <sruthy.emmanuel@mangalam.in>

Sat, Feb 12, 2022 at 4:00 PM

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

From: **Udeshi, Prajakta [C]** <udeshipu@amazon.com>  
Date: Fri, Nov 12, 2021, 10:54 AM  
Subject: Warm Welcome from Amazon: Digital Associate  
To: Jezina Shahul Hameed <hjezina@gmail.com>

Hi Jezina Shahul,

Congratulations!

Thank you for taking time for discussions with us. Further to your interviews, we are excited to extend an offer for the role of a **Digital Associate**, for a contractual role of 11 months, at **Amazon Development Center India**, Chennai. Details of the offer break-up is mentioned in the attached document.

Components	Amazon Offer (INR)
Base Salary	248,100

**Total compensation (Annual): INR 248,100**

The proposed date of joining is **20<sup>th</sup> December 2021**. *We look forward to receive your 'acceptance' on this offer as well as on the date of joining. (Date of Joining is subjected to background check clearance).*

PS : I will initiate the background check for your candidature. You will be receiving the Formal Contract Copy post document submission for verification. Quick action on the same would be highly appreciated

Team Amazon looks forward to welcome you!

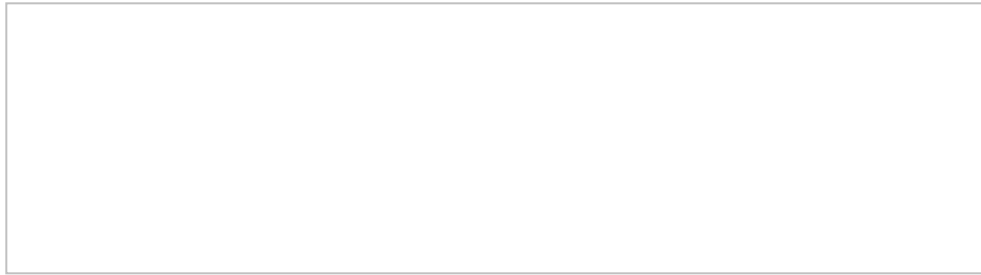
Please respond by tomorrow 10:00 AM and feel free to reach out to me for any clarifications.

Regards,

-----  
**Prajakta Udeshi**

Sourcer, AWS  
Amazon Internet Services Private Limited

[Facebook](#) | [LinkedIn](#) | [Twitter](#) | [YouTube](#)



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**2 attachments**



**image001.png**  
116K



**image001.png**  
116K

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**Jezina Shahul Hameed** <hjezina@gmail.com>  
To: "sruthy.emmanuel" <sruthy.emmanuel@mangalam.in>

Mon, Apr 11, 2022 at 11:10 PM

[Quoted text hidden]

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**2 attachments**



**image001.png**  
116K



**image001.png**  
116K

HR/2021/11/11/0001

16-11-2021

**Sub: Letter of Probation**

Dear **Jincy Mariyamma Shaji**,

We are pleased that you have chosen to accept our offer of employment for **Software Engineer** and look forward to your first day of work on **18/11/2021**. We believe you will find working at **AEMBASE** to be a rewarding experience.

**AEMBASE** uses a [30/60/90] day probation time frame for new employees. This time frame lets us to assess your readiness for the position as well as allows us to determine your ability to do the job. You will be provided documentation, training and performance feedback during that time frame as part of your on-boarding.

During the probation period we would be providing you a stipend of **Rs 12,000/month** and the normal working hours are from 9 am to 6 pm from Monday through Friday.

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 our regular full time employees.

By accepting this letter of employment, you will be deemed to have confirmed that: -

1. 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.
2. On joining our employment, there are no continuing obligations or restrictions which apply to you vis-à-vis any of your previous employments.
3. You are not restricted, prohibited or constrained from accepting this offer of employment from AEM BASE 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 debars you from accepting the offer made by AEM BASE.
4. You will work with AEM BASE for minimum of 2 years.

Please return a signed copy of this letter acknowledging receipt of this letter as well as its content.

We are confident that you will contribute to the values and align with the culture of the organization. We wish you a warm welcome to the AEM BASE family!

Sincerely,  
for **AEMBASE Private Limited**



**Bibin Varghese**  
Director

Accepted  
**Jincy M Shaji**

## Annexure 1

### **Location**

The initial place of work is **Trivandrum** and the initial base location is **Trivandrum**. AEM BASE reserves the right to change your place of work at its sole discretion. During this pandemic you can work at home.

### **Termination of Service**

If the employee is deemed unsuitable while on training period, they may be terminated without the minimum prior notice mandated by law. The termination of employment during this period may be for cause or without cause depending on the circumstances and the individual's evaluation

During post training probation, a notice of one month is required to terminate employment from either side. The Company may terminate your employment by payment in lieu of the one month's notice, without assigning any reason whatsoever, at the sole discretion of the Company.

On confirmation of your employment in the regular service of the Company, either party may terminate this employment by giving written notice of 90 days to the other. However, the Company may, at its discretion, choose to pay you salary in lieu of such notice or may require you to avail leave due to you during such notice period. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company in lieu of the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

You may deliver the notice of termination by email to your Reporting Manager and the notice period shall commence on the date of receiving the email. 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.

Company reserves the right to not provide relieving/experience documents in case you breach the agreement to work with AEM BASE for minimum 2 years.

### **Increments and Promotions**

Your salary will be revised after successful completion of training based on your performance during the training period. 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.

### **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.

---

for **AEMBASE Private Limited**



**Bibin Varghese**  
Director

**Accepted**  
**Jincy M Shaji**

## Working Hours

The normal working hours are from 8.30 am to 6:00 pm from Monday through Friday. The Company reserves the right to alter or modify its working hours or holidays temporarily or permanently.

## 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.

## Travel

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

## Expenses

Upon presentation of appropriate documentation, the Company shall reimburse to you all reasonable and necessary out-of-pocket expenses, including travel expenses, incurred by you in the course of your employment in connection with the performance of your job. 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.

## 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, 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.

## Address & Other Details

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.

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).

---

for **AEMBASE Private Limited**



**Bibin Varghese**  
Director

**Accepted**  
**Jincy M Shaji**

## Passport & PAN Card

It is imperative that you have a valid passport and PAN Card.

## Consequences of Termination

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

1. Any item belonging to the Company such as laptop, computer, mobile phone, and / or any other gadgets, devices, equipment, etc., with all software and data therein, with details of any passwords which you may have installed;
2. 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 you undertake to make a diligent search;
3. Any other Company property in your possession or control;
4. Strictly comply with all continuing obligations including obligations of confidentiality, non-disclosure and non-competition.

## 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.

\*\*Please note that this offer letter covers all the commitments made on behalf of AEM BASE 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 AEM BASE Private Limited. 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.

---

for **AEMBASE Private Limited**



**Bibin Varghese**  
**Director**

AEMBASE Private Limited,  
TC31/820-1, Shristy, Pulli Lane, Pettah,  
Thiruvananthapuram - 6950324,  
Kerala  
CIN : U72900KL2016PTC046377  
hr@aembase.com  
www.aembase.com

**Accepted**  
**Jincy M Shaji**





## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Jithin Ganesh ( B.Tech - CSE )

### **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



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Karen Sherry Chandy ( B.Tech - CSE )

### **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).
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- 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



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 07-May-2021

**Dear** Kavya Jayakumar ( B.Tech - CSE )

### **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

HRD/3T/1002133952/21-22

October 20, 2021

Ms. Kavya Jayakumar  
Kunnackal House  
Pariyaram P O  
Kottayam-686021  
India

Ph: +91-6238308440

Dear Kavya,

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: 2021.10.20 14:57:15 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

HRD/1002133952/21-22

October 20, 2021

Ms. Kavya Jayakumar  
Kunnackal House  
Pariyaram P O  
Kottayam-686021  
India

Ph: +91-6238308440

Dear Kavya,

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 **08-Nov-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.

## **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## **Compensation and Benefits**

### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

## **Notice Period**

During the probation 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 month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## **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 Infosys. 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.



Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Ms. Kavya Jayakumar</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE - II**  
(Compensation post Unit allocation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Ms. Kavya Jayakumar</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

## Test Report Form

ACADEMIC

**NOTE** Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.  
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.  
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number  Date  Candidate Number

### Candidate Details

Family Name   
First Name   
Candidate ID



Date of Birth  Sex (M/F)  Scheme Code

Country or Region of Origin

Country of Nationality

First Language

### Test Results

Listening  Reading  Writing  Speaking  Overall Band Score  CEFR Level

### Administrator Comments

#### Centre stamp



#### Validation stamp



Administrator's  
Signature

Date

Test Report Form Number



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Kripa Rachel Thomas ( B.Tech - CSE )

### **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).
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- 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



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Melvin K Mathew ( B.Tech - CSE )

### **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



UST/74865017/7774322  
22/09/2021

Melvin Mathew  
Trivandrum

Sub: Letter of Offer

Dear Melvin,

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 debars 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 29/09/2021. 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 29/09/2021. If you are accepting our offer letter, please send us your confirmation within 72 hours.



**U .**  
**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 29/09/2021. 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**

Melvin, Mathew

Execution by the Employee:

I, Melvin Mathew, 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

Candidate ID: 5144923 /1017463,

Date of Joining: 11/02/2021,

Joining Location: Mumbai,

Designation: Analyst,

**Dear Midhuna Naveen,**

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at Mumbai office, for joining formalities as per the address mentioned below:

#### Address

Capgemini knowledge Park(SEZ),IT3/IT4, Airoli knowledge Park,Thane Belapur Rd,  
Airoli, Navi Mumbai, Maharashtra - 400708

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
	<p>Employment Documents:</p> <p><b><u>Current Employment( Immediate Previous)</u></b></p> <p>a) Relieving letter /Experience Certificate( if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory)</p> <p>2. b) Payslips for last 3 months</p> <p>c) Form 16</p> <p>d) Salary Account 6 months Bank Statement</p> <p>e) Letter of appointment/Offer letter from employer which captures start date</p> <p><b><u>Previous Employment</u></b></p> <p>Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p><b><u>Education Documents</u></b></p> <p>a) 10 Marksheet and certificate.</p> <p>b) 12th marksheet and Certificate.</p> <p>c) Graduation Marksheets and certificate/Diploma certificate.</p> <p>d) Post-Graduation Marksheets and degree certificate(If applicable)</p> <p>e) Any other relevant certificate</p>
4.	<p><b><u>Proof of identity/ Address</u></b></p> <p>a) PAN Card</p> <p>b) AADHAR Card</p> <p>c) Passport</p> <p>In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs</p> <p>i) Voters Id</p> <p>ii) Driving License</p> <p>iii) Ration card</p> <p>iv) Electricity Bills</p> <p>v) Gas card</p> <p>vi) Notarized Self Affidavit</p>
5.	Passport size photographs(6 nos)
6.	<p><b><u>Self Employed/CO-owner/Freelancing/ Partnership employment(s)(if applicable)</u></b></p> <p>a) Form 16/Form 26AS</p> <p>b) Bank statement for 6 months</p> <p>c) Shop License</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

**In the absence of the above listed documents your onboarding may be delayed or deferred.**

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15AM, and contact security at the main gate for your entry pass.

Best Regards,  
Team HR

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## EMPLOYMENT OFFER LETTER

Capgemini Ref: 5144923 /1017463,

10/30/2021,

Midhuna Naveen  
Gurumandiram House, Elappara, PO-Idukki 685501,,  
Idukki ,Kerala,  
India

### Confidential

**Dear Midhuna Naveen,**

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **11/02/2021** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A5**

B) You will be required to work at the Company's offices in location **Mumbai**

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh and Two only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 380,006.00 (Rupees Three Lakhs Eighty Thousand and Six only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

## Annexure - A

Midhuna Naveen

Analyst

Total Cost to Company (CTC).

**Rs.300,002.00**

Monthly Components	Per Month	Annualized
Basic	Rs 15,000.00	Rs 180,000.00
House Rent Allowance	Rs. 3,679.00	Rs 44,148.00
Other Allowances and Reimbursements – 1 #	Rs. 0	Rs.0
Other Allowances and Reimbursements – 2 +	Rs. 0	Rs. 0
Advance Statutory Bonus	Rs. 3,149.00	Rs. 37,788.00
<b>Gross monthly salary</b>	<b>Rs.21,828.00</b>	<b>Rs. 261,936.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs 8,664.00
<b>Total Fixed Compensation</b>		<b>Rs.292,200.00</b>
<b>Total Cash Compensation</b>		<b>Rs.292,200.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		<b>Rs. 7,802.00</b>
Capgemini contribution to ESI		Rs.0.00

Total Cost to Company		Rs. 300,002.00
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### Annexure - B

Midhuna Naveen

Analyst

Total Cost to Company (CTC).

Rs.380,006.00

Monthly Components	Per Month	Annualized
Basic	Rs. 15,000.00	Rs. 1,80,000.00
House Rent Allowance	Rs.9,000.00	Rs108,000.00
Other Allowance and Reimbursement - 1	Rs.1,199.00	Rs. 14,388.00
Other Allowance and Reimbursement - 2	Rs.147.00	Rs.1,764.00
Advanced Statutory Bonus	Rs.3,149.00	Rs.37,788.00
<b>Gross monthly salary</b>	<b>Rs.28,495.00</b>	<b>Rs.341,940.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)	Rs.722.00	Rs.8,664.00
<b>Total Fixed Compensation</b>	<b>Rs.31,017.00</b>	<b>Rs.372,204.00</b>
<b>Total Cash Compensation</b>	<b>Rs.31,017.00</b>	<b>Rs.372,204.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
Capgemini contribution to ESI		Rs.0.00

<b>Total Cost to Company</b>		<b>Rs.380,006.00</b>
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# You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

<b>Other Allowance &amp; Reimbursements - 1</b>	<b>Annualized</b>
Remote Working Allowance	19800.00
Books and Journals	24000.00
Professional Pursuit	180000.00
Conveyance Allowance	63,600.00

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

<b>Other Allowance &amp; Reimbursements - 2</b>	<b>Annualized</b>
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.



4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- \* Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the component
- # All components under Other Allowance and Reimbursement – 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements - 2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

E.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company;
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;

- d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
- e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
- f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
- g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
- h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
- i. Your employment shall be subjected to the below-mentioned additional terms and conditions.

a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 30-November-2021, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.  
You fill the complete Back ground verification link given along with the welcome mail of the offer.

- j. You have achieved minimum 60% aggregate in all semesters of your graduation.
- k. You submit the following mandatory documents before the date of joining..
  1. Highest Degree/Provisional Certificate and Final year Mark sheet.
  2. In case you do not have the Education documents on the Day of joining, you should submit the same to the HR not later than 3 months from Date of Joining.
- l. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
- 2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

I.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

J.) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,  
Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi  
Mumbai, Maharashtra 400708

Email: [hremployeeservices.in@capgemini.com](mailto:hremployeeservices.in@capgemini.com)

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

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Anilkumar Singh  
Head - Talent Acquisition & Resourcing

## Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

---

Name: Midhuna Naveen

Date: 10/30/2021

## EXHIBIT 1

### Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### 1. **CURRENT WORK LOCATION:**

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem

- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

## **2. DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

## **3. COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

## **4. TRAINING:**

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

## **5. COVENANTS AND REPRESENTATIONS:**

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;
- b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;

- c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a.) you are legally permitted to reside and be employed in India;
- b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and



f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

## 6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;

- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter;
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## **7. INTELLECTUAL PROPERTY:**

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights),

including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 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, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and

market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

## **8. CONFLICT OF INTEREST:**

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

## **9. RETIREMENT/TERMINATION:**

### **a.) Retirement**

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

### **b.) Notice Period/Termination**

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

## 10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

## 11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

## CONSENT LETTER

### For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

- a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
- b) payroll processing agencies for processing my payroll (including reimbursement claims),
- c) law enforcement agencies,
- d) to comply with a judicial/quasi judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance.
- h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

- a.) affiliates of the Company for administrative purposes and/or audit;
- b.) clients/prospects in relation to any staff augmentation assignments.

3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:  
Signature  
Date:



12/01/2022

To  
Ms. MINZA THAZNI  
THAYYIL, PATHANAD, KANGAZHA,  
KOTTAYAM, KERALA - 686541

Dear Minza,

**Sub: Letter of offer**

Based on the interview discussions you had with us, **Aabasoft Technologies India Pvt Ltd (Aabasoft)** would love to offer you a potential employment with Aabasoft. Details of the terms and conditions of offer, if you chose to accept, are as under:

1. You will be have to undergo an intense Call Center training for a period of Fifteen[15] working days minium at our Corporate Office and your designation shall be “**Trainee**”.
2. Your date of commencement of training shall be on **13/01/2022**.
3. The Cost of the Training is reckoned at Rs.15,000/-, however Aabasoft, at its sole discretion may absorb the cost of the training.
4. During Training, your conduct at all times should reflect observance of the national and local laws and the rules and regulations of Aabasoft as from time to time in effect. In all dealings with Aabasoft and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.
5. Aabasoft, at its sole discretion and based on your performance during training, may offer you employment upon your successful completion of the Training.
6. This offer letter shall not by any means be construed an Employment Letter and You shall not be construed as an Employee of Aabasoft under any circumstances unless you execute an Employment Agreement with Aabasoft, upon the successful completion of your training.
7. During training you shall not be eligible for any stipends. Your CTC, in the eventuality of Aabasoft offering you employment upon successful completion of your training shall be as approximately Rs.1,20,000/- annually.
8. Aabasoft may at its sole discretion, terminate this offer for various reasons including but not limited to misconduct, insubordination, incompetency, absenteeism etc., without providing you with any notice. You may chose to discontinue the training by compensating the incurred training cost.
9. Please bring along the below listed documents/detail on your day of commencement of training.
  - (a) Education Certificates – Original with Xerox copies.
  - (b) Five Passport size photo graphs.
  - (c) ID and Address proofs - Original with Xerox copies.
  - (d) Medical fitness Certificate
  - (e) Relieving letter from previous employer (Original and Copy)
  - (f) Proof of compensation last drawn (3 Months – Original).

Kindly sign a copy of this letter as a token of your acceptance of this letter.

We welcome you on board and hope you have an interesting and rewarding career with us.

For Aabasoft Technologies india Pvt. Ltd,

Tinu Elizabeth Shaji  
Employee Relationship Manager  
Human Resources Department

---

I \_\_\_\_\_ aged \_\_\_\_\_ have read, understood and accept the terms & conditions of this offer letter. I am willing to join the training on \_\_\_\_\_

Date :

Place :

Name :

Signature :

**DIRECTORATE OF TECHNICAL EDUCATION**  
**GOVERNMENT OF KERALA**  
**THIRUVANANTHAPURAM**

**ADMISSION MEMO (ALLOTMENT II)**

Ref : Your Application No : 211864 for M.Tech Admission 2021

**To.** SAJANA SAJI  
Edappallil  
Manarcad P O  
Kottayam

You have been provisionally selected for admission to M.Tech/M.Arch Course in College of Engineering, Thiruvananthapuram in Information Security of Computer Science & Engineering branch.

You have to pay the Fees through SB Collect online payment on or before 22/11/2021, 5PM, failing which your selection will stand cancelled. If you have already paid the fee for the First allotment, you need not pay any fee for this new allotment. After the second allotment, you are directed to report to the respective Principal with all the original documents as specified in the prospectus and Transfer certificate from the Institution last attended, from 23/11/2021 to 24/11/2021, failing which your admission will be cancelled.

After verification of documents / certificates, you will have to pay additional fee amount if any, in the respective institution at the time of admission.

Sd/-

Director of Technical Education

Date : 20/11/2021

Printed on : 20/11/2021 06:09:02 PM

**List of Documents in original to be produced at the time of admission :**

1. Printout of Admission Memo
2. All Mark lists of qualifying examination
3. B.Tech/BE Degree or Provisional Certificate, if available
4. Transfer Certificate
5. GATE Score card
6. Valid Community and Income certificate/non-creamy layer certificate from Village Officer/ Tahsildar for candidates who claim eligibility under SEBC/OEC category
7. Valid Community certificate issued by the Tahsildar for candidates who claim eligibility for reservation under SC/ST quota
8. Valid Nativity certificate as per prospectus in the case of Keralite Students seeking admission under Non-GATE Category
9. Physical Fitness Certificate
10. Receipt of fee payment
11. Physical disability certificate from medical board for reservation under PD category
12. Sponsorship certificate and relieving order from the respective organisation for sponsored candidates
13. Valid EWS certificate as per GO(MS) 128/2020/HEdn dated 20/03/2020

Note: Any certificates other than those specified in prospectus will not be considered to prove nativity, community and income.



UST/19409811/7488148  
21/09/2021

Neethumol J  
Trivandrum

Sub: Letter of Offer

Dear Neethumol,

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 29/09/2021. 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 29/09/2021. If you are accepting our offer letter, please send us your confirmation within 72 hours.

**U .**  
**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 29/09/2021. 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**

Neethumol, J

Execution by the Employee:

I, Neethumol J, 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: Neethumol J,  
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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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.*

\* \* \* \* \*

**OFFER OF APPOINTMENT**

Ref: HRD/2021/IND/Offer/1190

Date: October 01, 2021

To,

Snehesh T  
Pollayil, Arthunkal P O, Cherthala South (Part),  
Arthunkal, Cherthala, Alappuzha,  
Kerala 688530

Dear Snehesh,

This is with reference to the discussion we had with you in regards to a career with us. We are pleased to appoint you with Orion India Systems Private Limited (the “Company”) on the terms and conditions detailed in this letter under **Annexure A** hereto.

1. **DESIGNATION AND DATE OF JOINING:**

You are appointed as **Associate Engineer** with the Company with effect from **October 04, 2021** (the “Effective Date”).

2. **SALARY:**

Your Salary will be as detailed under **Annexure C** to this letter (the “Salary”).

3. **DOCUMENTS:**

On the date of appointment, you are required to furnish the documents as described under **Annexure B** to this letter.

4. DEDUCTIONS:

The Company shall be entitled to deduct from the Salary, the following amounts:

- Provident Fund;
- Income tax at source, at the rates applicable on your remuneration; and any other taxes or statutory dues/levies etc.;
- Employment / Professional tax; and
- All other dues from you to the Company such as, loans and advances given to you.

The Income Tax Liability with regards to your Salary and perks will be at your liability, and will be governed by the tax laws of the country where you are posted and as applicable from time to time.

5. OTHER TERMS AND CONDITIONS:

You shall be bound by the terms and conditions as set out under Annexure A hereto. We take this opportunity to welcome you to the Company and wish you a long and fruitful association with us.

Yours sincerely,

**For Orion India Systems Private Limited**

**Narendra Kumar**

**Director**

I hereby accept your offer of appointment as on the terms and conditions enclosed and will report for duty on

Signature -----

**Snehesh T**



## ANNEXURE A

### TERMS AND CONDITIONS OF THE APPOINTMENT

#### 1. PROBATION & CONFIRMATION:

You will be on probation for a period of **Six (6) months** from the date of joining which may be reduced or extended, if considered necessary by the Company, at its discretion or based upon your overall performance during the probationary period. On completion of **Six (6) months** of probation, unless your employment is confirmed in writing, your probation period shall be deemed to be extended.

During the probationary period, your service can be terminated with one (1) month notice or salary in lieu of such notice, on either side.

Upon successful completion of your probation, you will be advised in writing of your confirmation as a regular employee of the company.

On confirmation, your services can be terminated upon three months' notice or three (3) months' salary in lieu of such notice, strictly based on the Company's decision.

#### 2. PLACE OF WORK:

You will be initially posted in **Kochi** however, you are liable to be transferred / deputed in the same position or in an equivalent position to any country, wherever the Company has business interests. In the event your employment is transferred by the Company to a subsidiary or affiliated company, your employment with such company will, for the purpose of this offer of appointment, be considered as continued employment by the Company, unless and until you execute an agreement, substantially similar in substance to this offer of appointment, then in force in any such company for which you become employed.

### **3. EMPLOYMENT:**

You hereby agree to work with the company for a minimum period of Twenty-Four (24) months from the Effective Date. After this period of Twenty-Four (24) months, in case, you decide to terminate your employment with the company, you agree to give a minimum notice of three (3) months after the expression of such intent to my higher authorities.

### **4. NON-COMPETE:**

At the time you begin your employment and during the term of your employment by the Company, you will not, directly or indirectly engage in or become employed by or act on behalf of any other person, company or firm which is engaged in any business or activity similar to or competitive with that of, unless such employment/training has been approved by the Company in writing and signed by the appropriate authority of the Company.

### **5. INFORMATION FURNISHED REGARDING EMPLOYMENT:**

This appointment is subject to your submitting relevant documents regarding your qualifications and past experience.

### **6. TERMINATION CLAUSE:**

We are looking forward to a long and fruitful association, however in the event of unforeseen circumstances your employment with the Company can be terminated in the manner provided below:

- (a) The Company shall be entitled to terminate your services by giving three (3) months' written notice or salary in lieu of notice. In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, wilful misconduct, or a material violation of Company policies or any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
- (b) In the event of your resignation from the Company, the resignation will be accepted, subject to your giving the Company a notice period of three (3) months and proper handing over of your assigned responsibilities to the Company. You shall, on ceasing to be the employee of the

Company for any reason, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

The notice period has to be served in full, unless otherwise agreed by the Company in writing. It is clarified that you do not have the option to either adjust the notice period against any leave or pay compensation in lieu of the notice and the same shall be as per the discretion of the Company.

After being relieved from the Company, either after your termination or resignation, you agree that you will not join and/or work with any of the Company's current or previous business partners and/or clients for the next two (2) years from the date of being relieved from the Company.

#### **7. COMPANY'S INTELLECTUAL PROPERTY RIGHTS:**

All works such as development, modifications, improvisations in the form of programs, policies, studies, reports, manuals, products etc., carried out for the Company, with your involvement shall be the property of the Company. The intellectual property rights for such works shall be with the company and you will not have any claims on the same. Further you shall execute, acknowledge, make and deliver to the Company any and all instruments at any time, either during the term of employment or subsequently, which in the judgment of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate copyright, patent or design and other property rights in all jurisdictions with respect to any invention, claim or work including not limited to (i) copyright/patent/design applications; (ii) any other applications for securing, protecting or registering any property rights relating to such works; and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

The Company shall at all times have the right to access and monitor all data and e-mails created, sent / received or stored by you using Company facility and on Company's system, at any time, without giving you any prior notification. All such data and information shall be the property of the Company at all times.

## 8. COMPANY POLICIES:

You will be governed by the Company's policies, regulations and procedures on the office timings, leave, travel, transfers, misconduct, provident fund, bonus and ESI/medical reimbursement or/and other matters etc., presently in force or as introduced/amended from time to time. Further, during the Employment period you shall perform your duties with honesty, diligence, orderliness, obedience and faithfulness towards the Company.

## 9. CONFIDENTIAL INFORMATION:

You shall not, whether during your employment with the Company, or after termination of your employment, for any reason, directly or indirectly, disclose, use for yourself or use for or disclose to any person/entity any Confidential Information other than for the benefit of Company and in the course of performing your duties and responsibilities.

“**Confidential Information**” means all information or data made available to you (whether furnished orally, in writing, electronically or through any other form or medium and regardless of whether it is specifically marked or identified as confidential) or which directly or indirectly comes to your knowledge, concerning or relating to the Company, including all analyses, reports, studies, designs, technologies, customer information, ideas, methodologies, agreements and other documents whether prepared by the Company, its executives or a third party.

Without prejudice to the generality of the foregoing, you shall:

- i. keep confidential the Confidential Information and not disclose the same to any third party or use the same for your benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by an agreement or except with the prior written consent of the Company;
- ii. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use; and
- iii. not reproduce, copy or reverse engineer the Confidential Information except with the prior written consent of the Company. The provisions for the protection of the Confidential Information shall apply notwithstanding that you have in an unauthorized manner or inadvertently obtained access to or have otherwise come into possession of such Confidential Information.

The confidentiality obligations herein shall not prevent you from disclosing the Confidential Information if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that you give the Company notice of such intended disclosure and an opportunity to oppose the same. In order to secure or preserve the Confidential Information, the Company shall have the right at all times to deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.

You acknowledge that all the Confidential Information shall remain the sole and absolute property of the Company or any third party, as applicable. You shall, at the time of leaving the services of the Company, return all the Confidential Information and other Company property in your possession.

The provisions of this Clause shall survive the termination of your employment for any reason whatsoever.

#### **10. GENERAL RESPONSIBILITIES:**

You shall during the period of employment:

- a) Diligently and faithfully carry out all instructions given to you from time to time;
- b) You shall not engage in any other trade, business, service or profession directly or indirectly during the continuance of your employment with the Company;
- c) Endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall deal with the Company's money, material and documents with utmost honesty and professional ethics; and
- d) You shall guard all trade secrets that you may come to possess during the tenure of your employment with us and shall not divulge any information at any time to anyone, which may be detrimental to the interests of the company.



While in the service of the Company you are expected to endeavor your best to contribute towards the interests of the Company and maintain confidentiality related with your post. Your individual Salary is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your Salary, as strictly personal and confidential.

**11. GOVERNING LAWS AND JURISDICTION:**

These terms and conditions shall be governed and construed in accordance with the laws of India. Any dispute arising hereunder shall be resolved at Mumbai, Maharashtra, India.

You acknowledge that this offer letter, represents the entire agreement between you and Company and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon the Company.

Kindly note that, any action of yours, contrary to any of the abovementioned clauses shall render you liable to termination with immediate effect, notwithstanding any other terms and conditions or your appointment.

**Please sign each page of this letter and return the duplicate of this letter as a token of acceptance of the terms of employment as set out herein before.**

We will be proud to have you as a member of our team to enable us to achieve our professional goals and objectives.

**ANNEXURE B**  
**DOCUMENTS REQUIRED**

**A. Immediately (Scanned)**

- UG/PG Degree certificates;
- Marks cards/transcripts;
- Experience and relieving letters from previous employers;
- Five (5) passport size photographs;
- Two (2) photocopies each of your educational certificates, experience certificates, last drawn salary slip and proof of your age;
- Please show the original of the above certificates for verification;
- A copy of your valid passport; and
- Address proof.

**B. Training will be given for the specified skill set you have been employed for.**

**C. Employment Background Verification**

The Company is committed to provide a safe and productive working environment. Therefore, as part of the hiring process you will be required to successfully complete an employment background verification prior joining. Please note that in the event of failure in background verification will result in withdrawal of your offer of employment.

ANNEXURE C

Date: October 01, 2021

Name: Snehesh T  
 Designation: Associate Engineer  
 Location: Kochi

<b>Compensation Structure</b>	
Components	Amount (₹)
Basic	8,833.00
HRA	4,417.00
**Special Allowance	4,723.00
Conveyance Allowance	1,600.00
Education Allowance	200.00
Medical Allowance	1,250.00
<b>Sub Total A</b>	<b>21,023.00</b>
*PF Contribution (Employer)	1,060.00
<b>Sub Total B</b>	<b>1,060.00</b>
<b>Total (A+B)</b>	<b>22,083.00</b>
Monthly CTC	22,083.00
CTC (Fixed)	265,000.00
***CTC (Variable)	10,000.00
<b>Total CTC (per annum)</b>	<b>275,000.00</b>

**Income Tax Benefit Options**

Food Coupons (Optional)	2,000.00
LTA (Optional)	(5% of CTC)
Fuel Reimbursement and Driver's Salary (Optional)	As per policy

*\*The amount will be subject to applicable Statutory and Income Tax Deductions. Employee Contribution of PF will be deducted from the Gross Salary.*

*\*\*Special Allowance is subject to change as per your choice of flexible benefit components.*

*\*\*\*CTC (Variable) is to be paid out quarterly along with June, September, December, and March payroll subject to your active employment with Orion.*

Yours sincerely,

**For Orion India Systems Pvt. Ltd.**

**Narendra Kumar**  
 Director





## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 07-May-2021

**Dear** Rakhi R Nair ( B.Tech - CSE )

### **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



UST/74865017/7543495  
24/08/2021

ROSHAN M THOMAS  
Trivandrum

Sub: Letter of Offer

Dear ROSHAN M,

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 31/08/2021. 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 31/08/2021. 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 31/08/2021. 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**

ROSHAN M, THOMAS

Execution by the Employee:

I, ROSHAN M THOMAS, 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:ROSHAN M THOMAS,  
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.*

\* \* \* \* \*



HRD/MML/O/40556/21

22/Nov/2021

Ms. Shabanam T S  
Thottakkattumanzil,  
Kummanam, Chengalam South,  
Kottayam, Kerala  
Pin: 686022

Dear Ms. Shabanam T S

It gives us pleasure in offering you a position with the **Muthoot Microfin Limited**. This offer is in pursuance with the discussions we had with you recently.

### **Terms & Conditions**

#### **1. Job Title :**

You will be designated as **Junior Programmer-IT**

#### **2. Reporting:**

You will be reporting to the **Chief Manager-IT**

#### **3. Location:**

Your first posting will be at **Head Office**

#### **4. Remuneration:**

Your Annual Total Employment Cost to the company would be **Rs.224964.00** /- (**Rupees Two Lakhs Twenty-Four Thousand Nine Hundred Sixty-Four Only**) the details of which are been given in the Annexure attached

**MUTHOOT MICROFIN LIMITED**

CIN: U65190MH1992PLC066228

Regd. Office: 13<sup>th</sup> Floor, Parinee Crescenzo, Bandra Kuria Complex, Bandra East, Mumbai, Maharashtra - 400051

Administrative Office: 5<sup>th</sup> Floor, Muthoot Towers, M.G. Road, Kochi, Kerala - 682035 Tel: +91-484-4277500, F: +91-484-2351494 E: info@muthootmicrofin.com

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

## **5. Job Description**

Your duties and responsibilities will be given separately

## **6. Posting/Transfer:**

Even though your first posting will be at **Head Office** during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

## **7. Probation/Confirmation:**

You will be on Probation for a period of 12 months. Your performance will be evaluated after the completion of probation period. Your services will be confirmed with the company in writing, strictly on the basis of your performance during the probation period

## **8. Notice Period:**

In case you decide to leave the company's services , you will be required to give 90 days' notice. The company in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the company the gross salary for the notice period so reduced/waived off.

## **9. Medical Fitness:**

Your offer is subject to your being found medically fit for employment.

## **10 . Information:**

This Offer Letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio- data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this position, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

## **11. Responsibility:**

With acceptance of this letter, you are undertaking the following responsibilities

**MUTHOOT MICROFIN LIMITED**

CIN: U65190MH1992PLC066228

Regd. Office: 13<sup>th</sup> Floor, Parinee Crescenzo, Bandra Kuria Complex, Bandra East, Mumbai, Maharashtra - 400051

Administrative Office: 5th Floor, Muthoot Towers, M.G. Road, Kochi, Kerala - 682035 Tel: +91-484-4277500, F: +91-484-2351494 E: info@muthootmicrofin.com

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

- I. You will abide by the rules and regulations/Certified Standing Orders of the Company as may be in force from time to time
- II. During your services with the Company, you will not undertake any other business or work, direct or indirect, honorary or with remuneration except with the written permission from the Management.
- III. You will not during your services with us or any time, thereafter disclose to any persons, firm or Company, information regarding the Company, the disclosure of which may damage the interest of the Company.

## **12. You are advised to join us latest by: 6-December-2021**

13. You are required to sign and submit a copy of this letter as a token of your acceptance of our terms and conditions along with the following documents (if not submitted already) within 2 days from the date of this offer failing which the offer will stand void.

- Copy of educational qualification (self-attested);
- Police Verification Certificate on or before 30 days of joining;
- KYC - Self attested;
- Copy of Relieving letter from the present Employer;

14. Employees who are leaving the service without intimation to the company within 30 days from the date of joining shall be not eligible for any benefits as an employee and the company has the right to recover the loss incurred with regard to the appointment and his service.

## **Confidentiality**

You acknowledges that in the course of performing services, you will obtain knowledge of the business plans, products, processes, software, know-how, trade secrets, formulas, methods, models, prototypes, discoveries, inventions, improvements, disclosures, names and positions of other employees and/or other proprietary and/or confidential information (collectively the Confidential Information). You agree to keep the Confidential Information secret and confidential and not to publish, disclose or divulge to any other party, and agree not to use any of the Confidential Information for your own benefit or to the detriment without the prior written consent, whether or not such Confidential Information was discovered or developed by you. You also agree not to divulge, publish or use any proprietary and/or confidential information of others that you are obligated to maintain in confidence.

This clause shall be applicable even after the discontinuation of your services with the organization

**MUTHOOT MICROFIN LIMITED**

CIN: U65190MH1992PLC066228

Regd. Office: 13<sup>th</sup> Floor, Parinee Crescenzo, Bandra Kuria Complex, Bandra East, Mumbai, Maharashtra - 400051

Administrative Office: 5<sup>th</sup> Floor, Muthoot Towers, M.G. Road, Kochi, Kerala - 682035 Tel: +91-484-4277500, F: +91-484-2351494 E: info@muthootmicrofin.com

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

## **Professional Code of Conduct**

You shall abide by the Professional code of conduct, as amended from time to time, at all times.

## **Acceptable Usage Policy**

You shall be bound by the acceptable usage policy and the related policies from time to time.

Within 15 days of joining you will read through the Policy and acknowledge receipt of the same failing which you may not be able to access the information assets

**While welcoming you to Muthoot Pappachan Group, we hope you will excel in your endeavours and help make Muthoot Microfin a success story.**

**For Muthoot Microfin Limited.**



**Subhransu Pattnayak**  
**Executive Vice President - HR**

<b><u>SALARY BREAK UP</u></b>		
<b>Designation</b>	<b>Junior Programmer-IT</b>	
<b>Grade</b>	<b>OFFICER III (O III)</b>	
<b>Location</b>	<b>Head Office</b>	
<b>Salary Breakup</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic plus DA	9999.00	119988.00
HRA	4000.00	48000.00
Others Allowance	2666.00	31992.00
Gross Salary (A)	16665.00	199980.00
<b>Deductions</b>		
Provident Fund	1520.00	18240.00
ESI	125.00	1500.00
LWF	20.00	240.00
Net Salary (B)	15000.00	180000.00
LWF(ER Share)	20.00	240.00
ESI(ER Share)	542.00	6504.00
Provident Fund(ER Share)	1520.00	18240.00
Total (C)	2082.00	24984.00
Cost to The Company (A+C)	18747.00	224964.00

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



**Employee Benefits :**

- \* Employee benefits will be paid monthly to the individual service provider
- \* Other applicable employee benefits will be paid separately based on your eligibility

**For Muthoot Microfin Limited.**



**Subhransu Pattnayak**  
**Executive Vice President - HR**



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 07-May-2021

**Dear Sherin Joseph ( B.Tech - CSE )**

### **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



HR/INTERN/ 2021 /UST- 7/30/2021 -001

30-Jul-21

**Sub: Internship Letter for the post of "Internship Trainee"**

Dear Sherin Joseph ,

Congratulations for being selected for this Internship program with UST!

Consequent to your application and interviews that we had with you, we are pleased to offer you an internship training with US Technology International Pvt. Ltd. ("US Technology").

Your date of joining for internship will be on 2-Aug-21 , and you will be "Internship Trainee" for a period of 6 months.

You have every reason to be excited at the prospect of this opportunity to undergo internship training with one of the best companies in the world. US Technology is one of the fastest growing IT companies in the world. During your internship in US Technology, you will have ample opportunity to learn and develop, personally as well as professionally. The Company will expose you to a world-class, professional environment that should help you to become a top-notch software professional.

You have performed extremely well in the selection tests and you should be proud of being selected for this internship training. As much as you would have high expectations from the Company, it is only natural that the Company would expect the same from you.

It is a specific condition of this engagement that your conduct, aptitude and skill will be closely watched and if any kind of shortcomings are noticed, the internship will be terminated without notice and assigning reasons thereof.

Your monthly stipend during the internship training period of 6 months will be Rs. 15000 /- ( Fifteen Thousand ).

Normally your internship training timings will coincide with the normal working hours of the establishment of the Company where you are placed. You may also be called upon to attend internship training as and when required on holidays.

You will comply with all regulations of the Company in relation to conduct and discipline as applicable to employees. In case you conduct yourself in a manner that is in violation of such regulations, the Company shall be entitled to discontinue your internship forthwith, without notice or payment in lieu of notice.

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The Company shall have the right to terminate your internship without any notice or payment in lieu of notice, if any declaration given or information furnished by you to the Company is found to be false or

If you are not able to produce the authenticated certificate to establish your educational qualification or if you are found to have willfully suppressed any material information or on non-performance during internship training.

If our internship letter, subject to the terms and conditions above, is acceptable to you, please return a duplicate copy of this internship letter with your signature signifying your acceptance of the above terms on or before **2-Aug-21** . If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

Sincerely,  
For US Technology International Pvt. Ltd

*Vinesh George*

Vinesh George (Jul 30, 2021 19:24 GMT+5.5)

*Sherin Joseph*

Sherin Joseph (Jul 30, 2021 19:30 GMT+5.5)

Vinesh George  
Director – Human Resources

Understood & Accepted  
Sherin Joseph









# Sherin Joseph-UST Paid intern offer letter

Final Audit Report

2021-07-30

Created:	2021-07-30
By:	Ann Maria (Ann.Maria@ust-global.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAq48wTj8J1ktZh_YKZT-PPX2Ew4cw_hkD

## "Sherin Joseph-UST Paid intern offer letter" History

-  Document created by Ann Maria (Ann.Maria@ust-global.com)  
2021-07-30 - 1:28:26 PM GMT- IP address: 137.97.79.221
-  Document emailed to Vinesh George (vinesh.george@ust.com) for signature  
2021-07-30 - 1:28:28 PM GMT
-  Email viewed by Vinesh George (vinesh.george@ust.com)  
2021-07-30 - 1:54:01 PM GMT- IP address: 49.37.187.180
-  Document e-signed by Vinesh George (vinesh.george@ust.com)  
Signature Date: 2021-07-30 - 1:54:19 PM GMT - Time Source: server- IP address: 49.37.187.180
-  Document emailed to Sherin Joseph (sherinj73@gmail.com) for signature  
2021-07-30 - 1:54:20 PM GMT
-  Email viewed by Sherin Joseph (sherinj73@gmail.com)  
2021-07-30 - 1:56:32 PM GMT- IP address: 66.249.84.126
-  Document e-signed by Sherin Joseph (sherinj73@gmail.com)  
Signature Date: 2021-07-30 - 2:00:15 PM GMT - Time Source: server- IP address: 27.62.4.72
-  Agreement completed.  
2021-07-30 - 2:00:15 PM GMT



UST/70607488/H7222545  
24/02/2022

Shilpa Kannothu Mohanan  
Kochi

Sub: Letter of Offer

Dear Shilpa,

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 UST Global Technology Services (India) Private Limited ('US Technology'). Please accept our heartiest congratulations.

If you accept this offer and join our services, you will be designated as "Developer I - Enterprise Solutions", 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.450,000.00/- (Rupees Four Lakh Fifty Thousand) per annum, which will include an Annual Variable Pay of upto a maximum of Rs.22,500.00/- (Rupees Twenty Two Thousand Five Hundred) per annum subject to the policy of US technology in this regard. You will also be eligible for a joining Bonus of Rs.15,000.00/-. However, please note that US Technology reserves the right to recover the joining bonus, should you choose to terminate your employment with US Technology before the completion of twelve months of service. 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

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employer/s.

This offer will be valid till 04/03/2022. 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 04/03/2022. If you are accepting our offer letter, please send us your confirmation within 72 hours. 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 04/03/2022. 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 UST Global Technology Services (India)  
Private Limited

**Accepted**



**Vinesh George**  
**Director HR**

Shilpa, Kannothu Mohanan

Execution by the Employee:

I, Shilpa Kannothu Mohanan, 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: Shilpa Kannothu Mohanan,  
Designated as: "Developer I - Enterprise Solutions"

<b>Components</b>	<b>Monthly Salary</b>	<b>Annual</b>
Basic Salary	10,687.50	128,250.00
House Rent Allowance	4,275.00	51,300.00
Education Allowance	200.00	2400.00
Bonus Ex-Gratia	2,137.50	25,650.00
Other Allowance	15,990.62	191,887.50
Employer Contribution to PF***	1,800.00	21,600.00
Gratuity	534.38	6,412.50
Variable Pay		22,500.00
Cost to the Company (CTC)		450,000.00

**\*\*\* 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.

### **Tax**

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

### **Location**

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

### **Termination of Service**

1. During your employment with US Technology, a notice of two months is required to

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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 UST Global Technology Services (India) 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 UST Global Technology Services (India) Private Limited.)

*\*\*Please note that this offer letter covers all the commitments made on behalf of UST Global Technology Services (India) 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.*

\* \* \* \* \*



UST/19409811/7770703  
21/09/2021

Sreedevi Devaraj  
Trivandrum

Sub: Letter of Offer

Dear Sreedevi,

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 29/09/2021. 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 29/09/2021. 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 29/09/2021. 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**

Sreedevi, Devaraj

Execution by the Employee:

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

**Signed By Candidate**

**IP Address**

Sreedevi Devaraj

116.68.110.12

**Date**

2021-09-23T17:22:38.339+00:00

Encl : Annexure 1  
Annexure 2

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## **Annexure 1 (A)**

Name: Sreedevi Devaraj,  
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.*

\* \* \* \* \*



July 27, 2021

HRD/3T/21-22/1002128738

Ms. Sreelekshmi S  
Candidate ID: 1002128738  
Leela Sadanam  
Palace Ward  
Alappuzha - 688011  
Alappuzha  
India  
Ph: (91) 95392 40102

Dear Sreelekshmi,

**SUB: LETTER OF INTENT TO HIRE**

**Congratulations!** Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Systems Engineer** in Job Level 3 with the company. Your DoJ is **December 6, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 360000** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at [offer\\_update@infosys.com](mailto:offer_update@infosys.com).

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:16-Jul-2021**

**Surya Retnamoni  
C9768453**

**Sreeragam, Kallumala, p.o, Mavelikara  
8138070877**

Dear **Surya Retnamoni,**

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

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group- Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

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

Version 2.1 (Feb 2021)

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candidate's Signature

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

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

Pre-Onboard Learning Module: To provide our new joiners with a unique learning experience, Accenture has designed a special online learning module called - Technology Fundamentals Online Learning Program (Hereinafter referred to as "program"). This program further provide details about the training opportunities and terms of training/assessments that were shared with you in your Letter of Intent. To ensure that you have ample time to learn at your own pace, and prepare for the ensuing assessments, you will have complete access to the program for 45 days from the date you receive the training link.

Details of the program and assessment are as below:

- The program is hosted on a virtual platform that you can access from anywhere and it will provide you with all the information and trainings that you need to begin your career at Accenture.
- After going through all the learning modules, you will be required to go through Technology Fundamentals Assessments based on what you have learned in the program.
- On successfully completing the program within 45 days and clearing the program assessments in your first attempt, you will be eligible to receive a learning Incentive of INR 10,000.
- In case you fail to clear the assessments in your first attempt, or do not complete the program within 45 days from the receipt of the training link, you will not be eligible for any learning incentive.
- To clear the assessments, you will need to score a minimum of 60% marks in each assessment test. In case are not able to score the required 60% in your first attempt, you will get two additional attempts where you will need to score a minimum of 65% marks to successfully clear the assessments.
- During each re-attempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you.

Your employment with Accenture is subject to you successfully completing the program assessments mentioned above. In case you are not able to clear the program assessments in three attempts, your offer will stand revoked.

After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the signed copy of this offer letter and Terms of Employment.

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

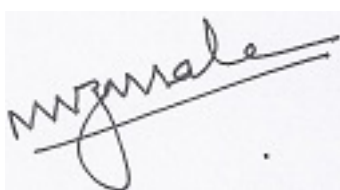
In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to:

<https://indiacampus.accenture.com/candidate>

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

Yours sincerely,

ACKNOWLEDGED AND AGREED:

A handwritten signature in black ink, appearing to read 'mzurale', with a horizontal line drawn through it.

Mahesh Vasudeo Zurale

Senior Managing Director

Lead, Advanced Technology Center, India

[ Insert full legal name]

## ANNEXURE 1

### COMPENSATION & BENEFITS

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

<b>Total Cash Compensation Elements</b>	
	<b>Annual (INR)</b>
<b>(A) Annual Fixed Compensation</b>	383000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32500
<b>Maximum Annual Total earning potential (A+B)</b>	415500
<b>Joining Bonus (Refer to the Section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law<sup>#</sup></b>	9500
<b>Insurance Premium(notional value)</b>	
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	450000

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

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

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

(C) Joining Bonus

You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below.

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

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

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

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

Benefits applicable for current Company financial year:

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

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



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

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

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

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

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

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

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

## **ANNEXURE II**

Mandatory documentation at the time of onboarding:

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



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 07-May-2021

**Dear** Varun Gopinath ( B.Tech - CSE )

### **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

10<sup>th</sup> Feb, 2022

**UNI/HR/OL/11/22**

**Ms. Vidya E. S**

Ezhumayil Karot,  
Edakkattuvayal, ,  
Chethicode PO.,  
Ernakulam- 682315,  
Kerala, India.

Dear Vidya,

**Sub: Offer letter for the post of Technical Service Junior Engineer**

We are pleased to offer you the post of **Technical Service Junior Engineer** on the following terms and conditions.

Designation : - **Technical Service Junior Engineer**  
Location : - Ernakulam  
Salary : - As discussed  
Office timings : - 09:30 am to 05:30pm

- Your salary increment will be based on your performance.
- You will be on probation for a period of six months from the date of joining.
- There is a notice period of **three months on resignation**.
- You are required to submit the following along with the acceptance of this Offer Letter.
  - Self-Attested Copies of:-
    - ✓ Education Certificates
    - ✓ Experience certificates
    - ✓ Aadhar card
    - ✓ PAN card
    - ✓ Front page of bank passbook
  - Three colour passport size photographs
- You are requested to forward us a scanned copy of this offer letter with your signature as reply mail as a token of acceptance of our job offer **before 01:00PM tomorrow**. And you need to join office with the required original documents as per instructions.

We wish a long and mutually beneficial association with us.

**For Unidad Techno Labs Pvt. Ltd**



**Shija Cherian**  
Manager Admin & HR



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**February 04, 2022**

**Mr./Ms. Vishnu Vinod,**

Manamthara,Parampuzha,  
Vaikom KERALA-686004

**Subject: Part-Time employment appointment letter**

**Dear Vishnu Vinod,**

With reference to your candidature for a suitable opportunity in the organization and to our subsequent discussions, we are pleased to offer you a position of "**MARKETING EXECUTIVE**", on the terms & conditions mentioned hereunder. A Marketing Executive is required to work for two hours a day for four days in a month only. You will be at liberty to take up assignments for other activities / companies during the remaining days of the month

The terms & conditions of appointment are as follows:

**01. PLACE OF POSTING:**

This appointment takes effect from your date of joining which shall not be later than **March 4, 2022** your posting will be at **KL - Palai** and you will be reporting to the **Managing Partner** at your place of posting.

However, during the employment with the Company, you irrevocably agree that you may be posted / transferred to any of the offices / projects / divisions / departments / units of the Company or any of the Group companies, associates or affiliates either existing or to be set up anywhere in India or abroad, without any additional remuneration.

**02. SALARY & ALLOWANCES:**

Your designation will be **MARKETING EXECUTIVE** and your **Monthly CTC will be Rs. 767/- (Seven Hundred and Sixty seven Only)**, the details of which is mentioned in the annexure.

You will be always governed by the policies, procedures and rules of the company related to the salary, allowances, benefits and perquisites which are specified in this appointment letter. Further, the company, at its sole discretion, may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies without prejudice.

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**03. PROVIDENT FUND SCHEME:**

Provident Fund would be deducted as applicable law.

Under the provisions of the Employee's Provident Fund Act, every employee is mandatorily required to submit a nomination conferring the right to receive the amount that may stand to his credit in the Fund, in the unfortunate event of the employee's death. This nomination submission by an employee, eases the future legal hassles and facilitates smooth settlement of PF / Pension account. For your own benefit, you are hereby required to visit the EPF portal online, make the necessary nomination, take a print out of the confirmation and send us the hard copy duly signed for our records. The navigation path for submitting the online nomination is available on visiting [WWW.UNIFIEDPORTAL.EPFINDIA.GOV.IN](http://WWW.UNIFIEDPORTAL.EPFINDIA.GOV.IN)

**Note: We would not be responsible for non-updation of nominee details on the RPFC portal.**

**04. Employee State Insurance Corporation:**

ESIC would be deducted as per applicable law.

**05. MEDICAL FITNESS:**

You are required to declare to the management about any serious ailments or critical illness which you are suffering. The Management has the right to get you medically examined by any certified medical practitioner for the same or for any other reason, during the period of your service. In case you are found medically unfit to continue with the job, 30 days' time to regain your fitness will be given. In case you do not regain your fitness within the said period of 30 days, your services shall be liable to termination at the sole discretion of the management.

**06. DUTIES AND RESPONSIBILITIES:**

- i) The Company will expect you to work with a high standard of initiative, efficiency and economy and encourage and motivate people working with you to achieve optimum output. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.
- ii) You are required to complete all the trainings prescribed by the Company within such period as prescribed and determined by the company from time to time, at its sole discretion in accordance with its process and policies.
- iii) Failure to complete necessary activities assigned by the company or to complete the mandatory training may result termination of your employment.
- iv) You shall not seek membership of any local or public bodies or political party without first obtaining written permission from the Management.

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- v) You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being our employee.
- vi) You shall keep confidential all the information provided to you by the Company, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.
- vii) You will not enter into any commitments or dealings on behalf of the Company for which you have no clear authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous written sanction of the Company or those in authority over you.
- viii) You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its
- ix) You should not solicitate any business from the customer.
- x) While providing information about various products of RNLIC, you should not canvas or pitch any specific Insurance product while seeking appointment from prospects.
- xi) You should not forward / share / leak out any data of RNLIC to your own device / others device not specifically permissible.
- xii) You should not sign on any Insurance proposal or Customer Declaration Form.
- xiii) You should not generate Insurance product Benefit Illustration.

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**07. TERMINATION OF SERVICE:**

- i) Notwithstanding anything contained herein, your services are liable to be terminated without any notice or salary in lieu thereof in case of misconduct, disloyalty, commission of an act involving moral turpitude, non-performance, voluntary abandonment and act of indiscipline or inefficiency or any breach of the terms hereof.
- ii) This appointment shall be terminable by either party, giving one day notice.
- iii) No modification, extension or renewal to your appointment shall take effect unless issued by the Company in writing.

**08.RECOVERY CLAUSE :**

The remuneration paid to you by the company with respect to solicitation of an insurance policy shall be recovered in case the policy is cancelled, by the policyholder or by a competent authority with jurisdiction over such matters, for any reason whatsoever, during the term of your employment and for a period of three years beyond the expiry or termination of your employment with the company. Any bonus and incentive compensation paid to you is subject to recovery or "clawback" by the company during the course of your employment and also after your exit from Reliance Nippon Life Insurance Company limited, if the payments were based on materially inaccurate financial statements or any other materially inaccurate performance metric if the payment were based on certain outcome of the activities performed which at a later stage get negated due to negative outcome. The recovery of amount shall be made through a deduction from the amount payable to you or through a notice of recovery. In the event the amount duly recoverable from you is not paid by you within 30 days from the date of the notice, the company has the right to deem such act of non-payment as fraudulent and initiate appropriate legal action against you.

**INDEMNITY CLAUSE:**

You shall indemnify and hold harmless the company from and against any and liabilities incurred by the company, including but not limited to costs, expenses, claims, damages, attorney's fees, which are directly attributable to your acts or omissions during the course of your employment with the company.



**09. GENERAL:**

- i) You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed by the Company and you specifying minimum number of years you will serve the Company after such training and providing for payment of liquidated damages by you to the Company proportionate to the years of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service referred to herein above.
- ii) You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.
- iii) Your minimum education qualification should be Secondary School Certificate (S.S.C).
- iv) Your age mentioned in the Matriculation /Birth certificate / leaving certificate will be deemed to be the conclusive proof of your date of birth.
- v) You need to submit copy of Aadhaar Card at the time of joining for provident fund Universal Account Number (UAN) generation to deposit the PF contribution. If the Aadhaar card does not match the records with the UIDAI authorities, the UAN does not get generated. It would be your responsibility to submit the correct Aadhaar details for us to link with UAN.
- vi) You will intimate in writing to the Management any change of address/email ID within a week from change of the same, failing which, any communication sent on your last recorded address shall be deemed to have been served on you.
- vii) You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.
- viii) The present designation is subject to change depending upon work assignment from time to time.
- ix) You shall be required to sign and abide by the Rules and Regulations which the Company has at this level and shall undertake to sign such declarations that the Policy may demand from time to time.
- x) In case the particulars mentioned in your application /CV/ Joining kit are found to be false, suppressed or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

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xi) **Mandatory Requirement - Handset**

You are required to have a smart phone with below mandatory specification. Kindly ensure that you have a handset with required specifications before you join the company.

- Smartphone- Android (5.0 and above)
- Memory - Minimum 2GB or more RAM
- Camera - Selfie /Front camera
- Mic - Should be in working condition
- Space - Min 750 MB free space
- Connectivity - Minimum 3G

**Please note that your terms of employment (including the remuneration) should be treated in strict confidence.**

We look forward to your joining our team for a long, successful and mutually beneficial association.

Sincerely yours,

**For Reliance Nippon Life Insurance Company Limited,**



**National Head - Talent Acquisition**  
**Human Resources**

**Signature Of employee** \_\_\_\_\_

**Date of joining** \_\_\_\_\_



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**Following is a checklist mentioning the necessary documents to be submitted before the day of joining. Your first salary will be processed subject to your submission /completion of joining formalities/documents.**

In order to expedite the Joining formalities / process, we request you to carry the originals of the documents along with a photocopy with you on the date of joining for verification/submission.

- Aadhaar Card Copy and acceptance of Aadhaar non-masking for the purpose of UAN generation for Provident Fund contribution deposit. (as below)
- PAN card copy
- A personalized cancelled cheque.
- Provident fund Account details (Your current UAN no.to deposit your PF contribution with PF authorities and/or details of current PF account in case the account needs to be transferred). Else we would have to generate a new PF account basis your Aadhaar card number and your existing PF account would get de-linked.
- ESIC no. of previous organization, If Any. (for us to deposit your contribution with ESIC)
- 2 Passport Size Photographs in Navy Blue Background
- Education qualification supporting - Mark sheet/Passing certificate of Matriculation (S.S.C)

**ACKNOWLEDGEMENT & ACCEPTANCE for Aadhaar Card non-masking**

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

Aadhaar Consent :- I **Vishnu Vinod** , voluntarily at my own discretion would like to submit my unmasked Aadhaar copy with Reliance Nippon Life Insurance Company Limited to authenticate myself for employee identification purposes. I understand that the Company shall use reasonable means to ensure that my Aadhaar Card information is kept confidential and I have no objection in company referring my complete Aadhaar data (without any masking) for employment check and / or other verifications/issuance of UAN as may be, considered as necessary, by the company. The consent and purpose of collecting Aadhaar has been explained to me and it shall not be used for any purpose other than mentioned above, or as per requirements of law. I am aware that this consent is free, informed, specific, clear and in

**SIGNATURE :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

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### Annexure - 1

#### CONFIDENTIALITY UNDERTAKING

I am aware that during the course of my employment with Reliance Life Insurance, or any of its branch in India or overseas, (hereinafter referred to as "RNLIC" which expression unless repugnant to the context shall mean and include its successors and permitted assigns). I will come into possession of or acquire valuable information / technical know - how and proprietary information in the area relating to the business of the Company. (Hereinafter referred to as "Confidential Information").

For the purpose of this Undertaking, the term Confidential Information shall mean and include all Business Plans, proprietary, secret information, technical data or know-how, formulae designs, photographs, drawings specification, software programs and samples and / or any other material bearing or incorporating any such information which is disclosed, which information, data or know - how is marked or stipulated as being 'Proprietary', 'Confidential', 'Strictly Private' or otherwise, using words or similar significance. Such disclosure may be made either directly or indirectly, in writing, orally or by drawings, plans or inspection of products, materials parts or equipment.

#### Intellectual Property means

- 1) All inventions [whether patentable or not and whether or not reduced to practice] all improvement thereto, and all patents, patent applications, and patent disclosures, together with all renewals, continuations, continuations - in - part, revisions, and extensions of the same.
- 2) All trademarks, service marks, trade dress, logos, names and corporate names, together with all translations, adaptations, derivations and combinations of the same and includes goodwill associated therewith and applications, registrations and renewals in connection therewith.
- 3) All copyrightable works, copyrights and applications, registrations and renewals in connection herewith.
- 4) All mask works and applications, registrations and renewals in connection with the same.
- 5) All trade secrets and confidential business information, including ideas, research and development, know-how, formulas, compositions, manufacturing and production processes and techniques, technical data, design, drawings, specifications, customer and supplier lists, pricing and cost information and business and marketing plans and proposals.
- 6) All computer software, including data and related documentation.

#### NOW THEREFORE THIS UNDERTAKING WITNESSETH AS FOLLOWS:

- 1) I recognize, the importance of maintaining absolutely secret the information and undertake to use

such information wholly and exclusively for the benefit of RNLIC. I shall not disclose the same to any person whether as an employee of the Company or not, except under general authority in the usual course of business of the Company or if so ordered by a court of law with competent jurisdiction and with prior written approval of RNLIC.

- 2) I recognize and undertake RNLIC has full and absolute title over all information made available or provided to me during the course of my employment with the Company, and I shall make no claim of any interest therein.
- 3) On cessation of employment with RNLIC for whatever reason, I shall return all information, notes, MIS reports, drawings, documents, storage devices, head set and other property of RNLIC, covering / relating to the information of RNLIC received / obtained by me during the course of my employment. I also undertake not to retain any copies of the above.
- 4) I further undertake, that, I shall not either during my service with RNLIC and for a period of two years after cessation or termination of my employment for whatever reason, divulge the information to any other party in any capacity whatsoever without obtaining the prior consent of RNLIC, which consent I understand the Company has absolute discretion and may decline to give without assigning any reasons and which decision of RNLIC shall not call in question.
- 5) I further undertake, that, during my service with RNLIC shall not, either in the territory of India, or elsewhere in the world, directly or indirectly except after obtaining the prior written consent of RNLIC cause any employee of RNLIC to terminate his employment / relationship with RNLIC for the purposes of entering into any employment or other relationship with me or any business, firm or entity with which I am affiliated.
- 6) I also undertake that I shall promptly and fully disclose and assign to the Company all intellectual property rights including patents, design, copyright "know-how" and trademarks pertaining to inventions, new methods, discoveries and improvements, suggested by me, arising out of or in any way connected with my employment with the Company.
- 7) I also abide by the local rules and regulations of the entity I am working as applicable and amended from time to time.
- 8) I also agree that in the event of breach of these undertakings by me including without limitation the actual or threatened disclosure of the information, RNLIC will suffer irreparable injury. Accordingly, I agree that RNLIC shall be entitled to specific performance of my obligations in terms

of the above undertaking, as well as such further injunctive relief as may be granted by a court of competent jurisdiction without prejudice to any other relief's, monetary or otherwise as it may be entitled to under law.

- 9) I acknowledge that no forbearance or tolerance on the party of RNLIC of any Breach of this bond by me shall constitute waiver of the requirements of this Agreement by RNLIC. I acknowledge that RNLIC shall continue to be entitled to enforce the terms of this Agreement nevertheless.
- 10) I acknowledge that this Agreement shall be governed and construed in accordance with the respective law of the Country where the undertaking signed by me and the place of breach is not relevant in this matter.
- 11) I agree that all disputes arising out of this undertaking shall be subject to resolution by binding arbitration in accordance with the Arbitration rules in the respective country and any amendments thereof in force and all disputes are subject to the jurisdiction of competent courts in the place where the registered office of the entity I am working is situated.
- 12) This Agreement constitutes the entire agreement between the parties on the subject and can be amended by RNLIC from time to time at the sole discretion of RNLIC.
- 13) I acknowledge that I was provided with an unsigned copy of this agreement in advance of signing the agreement and was given ample opportunity to read and seek whatever counsel related to the agreement, I may desire to understand the terms and conditions.

I hereby, confirm, having read and understood the terms and conditions as specified in the letter and convey my acceptance of the same.

Name : Vishnu Vinod  
Signature : \_\_\_\_\_  
Date : \_\_\_\_\_

**RNLIC Representative:** \_\_\_\_\_  
\_\_\_\_\_

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

## Annexure - 2

### NON - COMPETE AGREEMENT

1) All work performed in the course of assignment with RNLIC is exclusively for the benefit of RNLIC and the product of such work shall be "works-made-for-hire." RNLIC shall own all rights to such works and may make any use or non-use of such works without further payment or obligation to the EMPLOYEE.

2) The remuneration agreed upon between Employee and RNLIC is the sole payment for all services provided by the Employee. The Employee is not entitled to the payment of royalties or other forms of compensation for the works performed / developed in the course of assignment.

3) The Employee acknowledges that he / she has been furnished or may be furnished or may otherwise have received or have had access to or will receive or have access to information that includes but not limited to RNLIC' past, present, or future products, software, research, development, inventions, computer processes, techniques, designs, programs and codes, or other technical information and data names, addresses of Clients (including any of the affiliates, related entities, successors, or assigns of such Client or customer) and suppliers of forms, arrangements with such suppliers and Clients; buying habits or practices of any of RNLIC' Clients ; RNLIC' marketing methods, programs and related data, or other written records used in RNLIC' business; compensation paid to other Employees and independent contractors and other terms of their employment or contractual relationships; or any other confidential information of, about, or concerning the business of RNLIC, its manner of operations, or other data of any kind, nature of description (the "Proprietary Information"). The Employee agrees to preserve and protect the confidentiality of the Proprietary Information and all physical forms thereof, whether disclosed to the Employee before this Agreement is signed or afterward. In addition, the Employee shall not, during the employment and any time after the termination of employment, disclose or disseminate the Proprietary Information to any third party and shall not use the Proprietary Information for his / her own benefit or for the benefit of any third party without prior written approval of your Manager. In the event of a breach or threatened breach by the Employee of these provisions, RNLIC shall, in addition to other remedies, be entitled to an injunction in restraining the Employee from disclosing, in whole or in part, any such information or advertising concepts, or from rendering any services to any person, firm, or corporation to whom such information may be disclosed or is threatened to being disclosed. The foregoing obligations shall not apply to any information, which is publicly known. Within three days after RNLIC' request, the Employee shall return to RNLIC all copies of Proprietary Information in tangible form.

4) In the event of any termination for any reason whatsoever, the Employee shall not for a period of

Reliance Nippon Life Insurance Company Limited.  
Registered & Corporate Office: Unit Nos. 401B, 402, 403 & 404,  
4th Floor, Inspire-BKC, G Block, BKC Main Road, Bandra Kurla  
Complex, Bandra East, Mumbai- 400051. India.

T: +91 22 6896 5000  
rnlife.customerservice@relianceada.com.  
www.reliancenipponlife.com  
IRDAI Registration No: 121  
CIN: U66010MH2001PLC167089

one year from the date of such termination, directly or indirectly, provide service to any Client where Employee previously provided services to the Client on behalf of RNLIC or was introduced through RNLIC. For the purposes of this paragraph, "introduced through RNLIC" means where a Client, Employee, Contractor, and other individual came to the attention of the Employee in any manner through RNLIC.

5) The employee acknowledges that RNLIC has spent considerable amount of resources in developing the relationship with the Client and an attempt by the Employee which results in a breach of the foregoing clause, will result in direct and foreseeable loss of business and damages to RNLIC. In the event of breach of the aforesaid paragraph, Employee shall be liable to pay RNLIC, as liquidated damages, an amount equal to 100% (One hundred percent) of the Employee's annual compensation payable by the client. The right of such relief as mentioned in this paragraph shall be addition to and not in lieu of any other rights and remedies available to RNLIC at law or in equity.

6) If any of the provisions of this Agreement is declared invalid or unenforceable, the same shall not affect the remainder of the Agreement or rights or remedies, which shall be given full effect without regards to the invalid portions.

I hereby, confirm, having read and understood the terms and conditions as specified in the letter and convey my acceptance of the same.

Name : Vishnu Vinod  
Signature : \_\_\_\_\_  
Date : \_\_\_\_\_

**RNLIC Representative:**

Name :





**Annexure A**

**SALARY ALLOCATION PLAN**

Name:	<b>Vishnu Vinod</b>
Location	<b>KL - Palai</b>
Designation	<b>MARKETING EXECUTIVE</b>
Department	<b>Agency</b>
Date of Joining on or Before	<b>March 4, 2022</b>
CTC Offered	<b>Rs. 767 /- per month</b>

Details of CTC	Monthly (Rs)	Annual (Rs)
Basic	275	3300
House Rent Allowance	110	1320
Conveyance	146	1752
Other Allowance	110	1320
Advance Statuary Bonus	55	660
<b>Gross Salary</b>	<b>696</b>	<b>8352</b>
<b>Less Statutory Contribution</b>		
Employer's Contribution to Provident Fund	50	606
Employer's Contribution to ESIC	21	252
Net Salary	625	7500
<b>Total CTC</b>	<b>767</b>	<b>9204</b>

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T: +91 22 6896 5000  
rnlife.customerservice@relianceada.com.  
www.reliancenipponlife.com  
IRDAI Registration No: 121  
CIN: U66010MH2001PLC167089

**Target Attendance:**

Two hours a day for Four days in a month.

Your salary is liable to be deducted on the principles of “No work-No pay”, incase you do not report to work or mark your attendance and /or do not perform the assigned tasks.

**Incentives:**

You may be eligible for incentives based on quality of performance and specified task assigned to you, which will be communicated through appropriate channel from time to time.

**Your Tasks:**

- Assisting employees in fixing prospect appointments
- Sending general information or product brochure
- Introduce supervisor/recruiter to the prospect
- Data entry - enter prospect data in RNLIC database system
- Assist employee in appointments for renewal calling



UST/19409811/8014151  
22/10/2021

Vivek Mk  
Trivandrum

Sub: Letter of Offer

Dear Vivek,

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 29/10/2021. 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 29/10/2021. 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 29/10/2021. 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**

Vivek, Mk

Execution by the Employee:

I, Vivek Mk, 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: Vivek Mk,  
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.



# U . S T 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.*

\* \* \* \* \*



UST/19409811/7904384  
06/10/2021

Vishakh P.S  
Trivandrum

Sub: Letter of Offer

Dear Vishakh,

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 13/10/2021. 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 13/10/2021. 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 13/10/2021. 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**

Vishakh, P.S

Execution by the Employee:

I, Vishakh P.S, 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: Vishakh P.S,  
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**



# U S T

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.

# U S T

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.

# U . S T 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.*

\* \* \* \* \*

**Date: 02-Sep-2021**

**Zacharia Alexander  
Mangalam Collage of Engineering**

### **Appointment Offer: Software Engineer**

**Dear Zacharia Alexander,**

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 office of the Company situated at Unit No's 401 & 402, SCK-01, Smartcity Campus, Thengode PO, 682030, Kakkanad, Kerala. 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.

##### **3. Reporting Date**

Your date of joining will be **06-Sep-21**.



**4. Probationary Period**

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

**5. Compensation**

Your compensation details are as stated in the table below.

<b>Compensation Details</b>		<b>Job Level: 3</b>
<b>I</b>	<b>Fixed Remuneration (A)</b>	<b>Amount in INR</b>
<b>Sl. No.</b>	<b>Component</b>	<b>Monthly</b>
1.	Basic Pay	<b>9,000</b>
2.	HRA	<b>3,600</b>
3.	Special Allowance	<b>10,100</b>
4.	Food Vouchers	<b>2,100</b>
5.	Employer’s contribution to Provident Fund (As per Provident Fund Act 1952)	<b>1,800</b>
6.	<b>Monthly Gross Earnings (Fixed)</b>	<b>26,600</b>
II	<b>Variable Remuneration :- Annual Target Performance Incentive (B) *</b>	<b>16,800</b>
<p>* Target Performance Incentive (TPI) is the performance linked salary component for a financial year. The targets are set for half yearly and the TPI will be disbursed half yearly in accordance with the company guidelines that are applicable for the respective year. For the first year of your employment with IBS, the TPI will be calculated on a pro-rata basis, based on the number of months remaining in the given financial year, commencing from your Date of Joining.</p>		
<p>Gratuity will be paid as per Payment of Gratuity Act, 1972.</p>		



In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,50,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.
- b) You will not be entitled to any payment, amenities or benefits other than those mentioned above.

## **6. Working Week & Leave**

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
  - i. You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
  - ii. The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
  - iii. Attendance shall be mandatory between 10 AM and 5 PM.
  - iv. Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
  - v. The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

## **7. Promotion**

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company relevant and applicable.

## **8. Travel**

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the

passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

## 9. Minimum Period of Service

Your employment is governed by a two year service agreement and you are required to execute a bond / contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two lakh) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by two sureties, one of whom should be your parent.

## 10. Notice Period & Termination of Employment.

- a) Either party may terminate the agreement, for any reason or on convenience, by giving two months' notice to the other party without assigning any reason whatsoever.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
  - vi. by giving one month's notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;
  - vii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time;
  - viii. with immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

## 11. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company. You are expected to refrain from engaging yourself in any assignment/employment which may create a conflict of interest in duly exercising your responsibilities associated with the position offered hereunder.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavour to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier, deliver to the Company all the properties of the Company, in your custody or possession.
- d) All intellectual properties 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) or in any other matter including but not limited to, documents, computer software and databases

or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.

- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation for a duration of more than 45 days, you continue in employment with the Company for a period of at least 6 months from the end of such deputation.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorised absence, misbehaviour, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
  - i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in the country of employment, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future. You acknowledge and agree to this restriction, considering the Confidential and Proprietary Information of the Company, coming to your knowledge and possession during your tenure with the Company, which if disclosed to or shared with or made use by such competitors, may prejudicially affect and jeopardise the Company's interest.;
  - ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have

provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company. You acknowledge that any violation to this obligation may result in legal proceedings for actual damages ensued to the Company; or

- iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
  
- i) This Appointment Offer is to be read in conjunction with the rules and regulations, codes and policies, laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
- j) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorised officer nominated by the Company for this purpose.
- k) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
- l) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.
- m) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.
- o) This employment offer is made based on complete reliance to the representations you have provided to us, during our discussions prior to the release of the offer and other documents submitted by you. Any misrepresentation either oral or written or any fraud or forgery related to your representations or any documentation submitted revealed through your background verification may result in revocation of this offer. The Company reserves to terminate your employment, if such fraud, forgery or misrepresentation is cited, post acceptance of this offer or during employment with the Company.
- p) The offer is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of the potential employment responsibilities, which may include but is not limited to, your non -compete obligations with your previous employer/s.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,

**For IBS Software (P) Ltd.**

**Jayan P**

**(Sr.Vice President & Head of Global Human Resources)**

I have read and understood the terms and conditions of the above Appointment Offer and I hereby voluntarily and unconditionally accept the same.

Signed by :  
Name :  
Date :

**Date: 08-Nov-2021**

**Anjali Ashokan**

**Mangalam College of Engineering Ettumanoor Kottayam**

**Appointment Offer: Software Engineer**

**Dear Anjali Ashokan,**

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 2 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.

**3. Reporting Date**

Your date of joining will be **12-Nov-21**.



#### 4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

#### 5. Compensation

Your compensation details are as stated in the table below.

<b>Compensation Details</b>		<b>Job Level: 3</b>
<b>I</b>	<b>Fixed Remuneration (A)</b>	<b>Amount in INR</b>
<b>Sl. No.</b>	<b>Component</b>	<b>Monthly</b>
1.	Basic Pay	<b>9,000</b>
2.	HRA	<b>3,600</b>
3.	Special Allowance	<b>10,100</b>
4.	Food Vouchers	<b>2,100</b>
5.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	<b>1,800</b>
6.	<b>Monthly Gross Earnings (Fixed)</b>	<b>26,600</b>
II	<b>Variable Remuneration :- Annual Target Performance Incentive (B) *</b>	<b>16,800</b>
<p>* Target Performance Incentive (TPI) is the performance linked salary component for a financial year. The targets are set for half yearly and the TPI will be disbursed half yearly in accordance with the company guidelines that are applicable for the respective year. For the first year of your employment with IBS, the TPI will be calculated on a pro-rata basis, based on the number of months remaining in the given financial year, commencing from your Date of Joining.</p>		
<p>Gratuity will be paid as per Payment of Gratuity Act, 1972.</p>		

In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,50,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.
- b) You will not be entitled to any payment, amenities or benefits other than those mentioned above

## **6. Working Week & Leave**

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
  - i. You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
  - ii. The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
  - iii. Attendance shall be mandatory between 10 AM and 5 PM.
  - iv. Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
  - v. The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

## **7. Promotion**

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company relevant and applicable.

## **8. Travel**

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.



## 9. Minimum Period of Service

Your employment is governed by a two year service agreement and you are required to execute a bond / contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two lakh) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by two sureties, one of whom should be your parent.

## 10. Notice Period & Termination of Employment.

- a) Either party may terminate the agreement, for any reason or on convenience, by giving two months' notice to the other party without assigning any reason whatsoever.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
  - vi. by giving one month's notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;
  - vii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time;
  - viii. with immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

## 11. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company. You are expected to refrain from engaging yourself in any assignment/employment which may create a conflict of interest in duly exercising your responsibilities associated with the position offered hereunder.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavour to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier, deliver to the Company all the properties of the Company, in your custody or possession.
- d) All intellectual properties 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) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and

exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.

- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation for a duration of more than 45 days, you continue in employment with the Company for a period of at least 6 months from the end of such deputation.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorised absence, misbehaviour, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
  - i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in the country of employment, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future. You acknowledge and agree to this restriction, considering the Confidential and Proprietary Information of the Company, coming to your knowledge and possession during your tenure with the Company, which if disclosed to or shared with or made use by such competitors, may prejudicially affect and jeopardise the Company's interest.;
  - ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage

their business relationship with the Company. You acknowledge that any violation to this obligation may result in legal proceedings for actual damages ensued to the Company; or

- iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
- i) This Appointment Offer is to be read in conjunction with the rules and regulations, codes and policies, laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
- j) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorised officer nominated by the Company for this purpose.
- k) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
- l) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.
- m) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.
- o) This employment offer is made based on complete reliance to the representations you have provided to us, during our discussions prior to the release of the offer and other documents submitted by you. Any misrepresentation either oral or written or any fraud or forgery related to your representations or any documentation submitted revealed through your background verification may result in revocation of this offer. The Company reserves to terminate your employment, if such fraud, forgery or misrepresentation is cited, post acceptance of this offer or during employment with the Company.
- p) The offer is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of the potential employment responsibilities, which may include but is not limited to, your non -complete obligations with your previous employer/s.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,

**For IBS Software (P) Ltd.**

**Jayan P**

**(Sr.Vice President & Head of Global Human Resources)**

I have read and understood the terms and conditions of the above Appointment Offer and I hereby voluntarily and unconditionally accept the same.

Signed by:

Name:

Date:



UST/19409811/7903919  
07/10/2021

ANJANA BABU  
Trivandrum

Sub: Letter of Offer

Dear ANJANA,

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 13/10/2021. 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 13/10/2021. 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 13/10/2021. 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**

ANJANA, BABU

Execution by the Employee:

I, ANJANA BABU, 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: ANJANA BABU,  
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.

# U . S T 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.*

\* \* \* \* \*



### Letter of Intent

Doc Ref. No.: QO20220148

Date of Issue: 24<sup>th</sup> January 22

Dear ANJU ASHOKAN,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider. We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: [university.relations@quest-global.com](mailto:university.relations@quest-global.com)

We eagerly look forward to welcome you at QuEST.

***PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.***

For QuEST Global Engineering Services Private Limited

*Neha Das*

**Neha Das**  
Deputy Manager - University Relations

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

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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:** Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Devarabeesanahalli, Varthur Hobli, Bangalore East Taluk, Bangalore - 560103

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)



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20207278268/Trivandrum**  
**Date: 10/03/2021**

Ms. Annuva Elizabeth Mathew  
Aykkarayil(H),Kozhuvanal P OKozhuvanal,  
Kozhuvanal,  
Pala-686573,  
Kerala.  
Tel# -

Dear Annuva Elizabeth Mathew,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

**TCS Confidential**  
**TCSL/DT20207278268**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

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





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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

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

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

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

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

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Food Card**

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **XPLORE/ LEARNING INCENTIVES**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:



## 1. Basic Cover

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

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

## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

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



### **3. Training Period**

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

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

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

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

### **4. Working Hours**

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

### **5. Mobility**

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

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

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

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

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

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

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



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

## **9. Confidentiality Agreement**

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

## **10. Service Agreement**

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

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

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

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

## **12. Terms and Conditions**

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



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

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

### **14. Notice Period**

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

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

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

### **15. Retirement**

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

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

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

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

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

### **18. Background Check**

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



including termination of traineeship/service without notice.

## 19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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





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

## 20. TCS Xperience Program

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

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

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

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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

## 23. Compliance to all clauses

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



## 24. Data Privacy Clause:

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

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

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

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

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

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



**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

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



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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Annuva Elizabeth Mathew</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
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

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

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

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

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

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	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>	



## Annexure 3

### Confidentiality and IP Terms and Conditions

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

##### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



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

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

## **3. Intellectual Property Rights**

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



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

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

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

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

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

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

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

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

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

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





## 9. Equitable Rights

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

## 10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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.



# ATWIC Research & Development Pvt Ltd

**CORP Office:**

ATWIC Research and Development Pvt Ltd  
Appart No: 403A, NRI Silicon Heights,  
Thrikkakara P.O, KOCHI - 682021., Kerala, INDIA

**REG Office:**

ATWIC Research and Development Pvt Ltd  
SY NO.483/5, Near Elambathkaav,  
Rajagiri Valley P.O, KOCHI - 682039, Kerala, INDIA

Ref: ARD-2022-HR-003

Date: Jan 30th, 2022

## OFFER LETTER

Dear Sherin Chandy,

With reference to your interview with **ATWIC R&D**, we are pleased to offer you the position of **“Engineer Trainee”** in our concern on the following terms and conditions:

1. You will be given a salary of Rs.**9,000/-** per month, starting from the second month of joining.
2. First month will be fully dedicated to training, and thereafter only projects will be awarded. Also there will **NOT** be any salary for the first month.
3. Only after successful completion of the training, you will be considered for employment.
4. Based on your performance, your role of work will either be on **hardware** or **embedded firmware**.
5. You will be given a salary on or before the **7th** day of every month.
6. An additional of Rs **1,000/-** will be paid with salary per month if you are using personal LAPTOP for company purposes. Maintenance and RAM upgrades will be taken care of by the company.
7. Your joining date with the company will be on **Feb 2nd 2022**.
8. Working days will be **Six** days a week (Monday to Saturday). This is subject to any changes that may come into force in the future.
9. You will be required to execute a Confidentiality Agreement, Terms and Conditions of Employment and such other documents/ undertakings/ agreements as may be required by ATWIC R&D from time to time.
10. Any discovery, invention, improvement, adaptation or variation of designs, drawings, processes, methods, material specifications, etc. which will be a result of your working in ATWIC R&D or its associates, or which you may come to know in the course of your employment, more specifically in relation to the engineering or technology used or adopted by ATWIC R&D, shall be the property of ATWIC R&D. You shall treat the above information or data in connection with any work done in ATWIC R&D in strict confidence. You shall not use, give or sell any or all of the information to any other person or firm for exploitation, for gain or otherwise.
11. All information, papers, correspondence, etc. pertaining to ATWIC R&D business activities, commercial, technical or otherwise coming into your possession in the course of your employment shall be treated with strict confidence.
12. During your tenure with ATWIC R&D, you may be transferred to any of the Offices/ Departments/ Units of ATWIC R&D or of associate concerns whether existing or to be set up anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/subsidiary/group concern outside India by ATWIC R&D, you shall be treated as having bound yourself to serve ATWIC R&D for the deputation period, and for the stipulated

CIN : U73100KL2015PTC038532  
GST : 32AANCA4796K1Z6  
PAN : AANCA4796K  
UAN : KL02D0002087

Mail : info@atwic.com  
Web : [www.atwic.com](http://www.atwic.com)  
Ph : +91-484-2990289  
Mob : 09847912899 / 09447083169



## ATWIC Research & Development Pvt Ltd

**CORP Office:**

ATWIC Research and Development Pvt Ltd  
Appart No: 403A, NRI Silicon Heights,  
Thrikkakara P.O, KOCHI - 682021., Kerala, INDIA

**REG Office:**

ATWIC Research and Development Pvt Ltd  
SY NO.483/5, Near Elambathkaav,  
Rajagiri Valley P.O, KOCHI - 682039, Kerala, INDIA

period, thereafter, if any, and the same shall be treated as the contract period vis-a-vis this contract of service.

13. During your tenure with ATWIC R&D, you will be governed by the Service Rules and regulations of ATWIC R&D currently in force or as introduced/awarded from time to time.
14. This enrollment and subsequent project allocation may be terminated by either party giving two months notice. Whilst ATWIC R&D reserves the right to release you upon your resignation prior to the conclusion of your notice period without paying notice pay for the balance notice period, notice pay in lieu of notice is acceptable only on approval from your Project Leader.
15. You will be on probation for a period of six months, and there will be an assessment of your quality of work, quantity of work and dedication. Based on this your Position will be changed to "**Hardware Engineer**" or "**Firmware Engineer**".
16. Every one year there will be a Performance Assessment and based on that compensation will be revised.
17. You have been enrolled on the presumption that the particulars furnished by you are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with ATWIC R&D shall stand terminated/cancelled without any notice.
18. You will diligently carry out, to the best of your ability all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, business or occupation other than your curriculum.
19. You are required to accept this offer letter within a week's time.

Please Sign the duplicate copy of this letter and return the same token of your acceptance of the terms and conditions detailed in the letter.

On the day of your joining, please bring the following:

- a. Photocopies of Certificates (Age Proof & Qualification)
- b. 2 Color photographs, passport size
- c. Experience Certificate and Relieving letter from your previous company
- d. Last Salary Slip

Wishing you a rewarding career with ATWIC R&D and welcoming you to our Pursuit of Excellence.

Yours sincerely,

For ATWIC Research and Development Pvt Ltd

Rahul Sivan

Authorized Signatory

Name of the Employee:

Signature:

Date:

CIN : U73100KL2015PTC038532  
GST : 32AANCA4796K1Z6  
PAN : AANCA4796K  
UAN : KL02D0002087

Mail : [info@atwic.com](mailto:info@atwic.com)  
Web : [www.atwic.com](http://www.atwic.com)  
Ph : +91-484-2990289  
Mob : 09847912899 / 09447083169

**Date: 02-Sep-2021**

**Arun N R**  
**Mangalam College Of Engineering , Ettumanoor**

### **Appointment Offer: Software Engineer**

**Dear Arun N R,**

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.

##### **3. Reporting Date**

Your date of joining will be **06-Sep-21**.



**4. Probationary Period**

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

**5. Compensation**

Your compensation details are as stated in the table below.

<b>Compensation Details</b>		<b>Job Level: 3</b>
<b>I</b>	<b>Fixed Remuneration (A)</b>	<b>Amount in INR</b>
<b>Sl. No.</b>	<b>Component</b>	<b>Monthly</b>
1.	Basic Pay	<b>9,000</b>
2.	HRA	<b>3,600</b>
3.	Special Allowance	<b>10,100</b>
4.	Food Vouchers	<b>2,100</b>
5.	Employer’s contribution to Provident Fund (As per Provident Fund Act 1952)	<b>1,800</b>
6.	<b>Monthly Gross Earnings (Fixed)</b>	<b>26,600</b>
<b>II</b>	<b>Variable Remuneration :- Annual Target Performance Incentive (B) *</b>	<b>16,800</b>
<p>* Target Performance Incentive (TPI) is the performance linked salary component for a financial year. The targets are set for half yearly and the TPI will be disbursed half yearly in accordance with the company guidelines that are applicable for the respective year. For the first year of your employment with IBS, the TPI will be calculated on a pro-rata basis, based on the number of months remaining in the given financial year, commencing from your Date of Joining.</p>		
<p>Gratuity will be paid as per Payment of Gratuity Act, 1972.</p>		

In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,50,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.
- b) You will not be entitled to any payment, amenities or benefits other than those mentioned above.

## **6. Working Week & Leave**

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
  - i. You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
  - ii. The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
  - iii. Attendance shall be mandatory between 10 AM and 5 PM.
  - iv. Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
  - v. The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

## **7. Promotion**

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company relevant and applicable.

## **8. Travel**

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the

passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

## 9. Minimum Period of Service

Your employment is governed by a two year service agreement and you are required to execute a bond / contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two lakh) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by two sureties, one of whom should be your parent.

## 10. Notice Period & Termination of Employment.

- a) Either party may terminate the agreement, for any reason or on convenience, by giving two months' notice to the other party without assigning any reason whatsoever.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
  - vi. by giving one month's notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;
  - vii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time;
  - viii. with immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

## 11. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company. You are expected to refrain from engaging yourself in any assignment/employment which may create a conflict of interest in duly exercising your responsibilities associated with the position offered hereunder.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavour to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier, deliver to the Company all the properties of the Company, in your custody or possession.
- d) All intellectual properties 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) or in any other matter including but not limited to, documents, computer software and databases



or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.

- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation for a duration of more than 45 days, you continue in employment with the Company for a period of at least 6 months from the end of such deputation.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorised absence, misbehaviour, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
  - i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in the country of employment, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future. You acknowledge and agree to this restriction, considering the Confidential and Proprietary Information of the Company, coming to your knowledge and possession during your tenure with the Company, which if disclosed to or shared with or made use by such competitors, may prejudicially affect and jeopardise the Company's interest.;
  - ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have

provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company. You acknowledge that any violation to this obligation may result in legal proceedings for actual damages ensued to the Company; or

- iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
  
- i) This Appointment Offer is to be read in conjunction with the rules and regulations, codes and policies, laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
- j) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorised officer nominated by the Company for this purpose.
- k) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
- l) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.
- m) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.
- o) This employment offer is made based on complete reliance to the representations you have provided to us, during our discussions prior to the release of the offer and other documents submitted by you. Any misrepresentation either oral or written or any fraud or forgery related to your representations or any documentation submitted revealed through your background verification may result in revocation of this offer. The Company reserves to terminate your employment, if such fraud, forgery or misrepresentation is cited, post acceptance of this offer or during employment with the Company.
- p) The offer is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of the potential employment responsibilities, which may include but is not limited to, your non -compete obligations with your previous employer/s.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,

**For IBS Software (P) Ltd.**

**Jayan P**

**(Sr.Vice President & Head of Global Human Resources)**

I have read and understood the terms and conditions of the above Appointment Offer and I hereby voluntarily and unconditionally accept the same.

Signed by :  
Name :  
Date :

**Date: 08-Nov-2021**

**Asiya M Dileeph**

**Mangalam College of Engineering, Ettumanoor**

**Appointment Offer: Software Engineer**

**Dear Asiya M Dileeph,**

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 2 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.

**3. Reporting Date**

Your date of joining will be **12-Nov-21**.



#### 4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

#### 5. Compensation

Your compensation details are as stated in the table below.

<b>Compensation Details</b>		<b>Job Level: 3</b>
<b>I</b>	<b>Fixed Remuneration (A)</b>	<b>Amount in INR</b>
<b>Sl. No.</b>	<b>Component</b>	<b>Monthly</b>
1.	Basic Pay	<b>9,000</b>
2.	HRA	<b>3,600</b>
3.	Special Allowance	<b>10,100</b>
4.	Food Vouchers	<b>2,100</b>
5.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	<b>1,800</b>
6.	<b>Monthly Gross Earnings (Fixed)</b>	<b>26,600</b>
II	<b>Variable Remuneration :- Annual Target Performance Incentive (B) *</b>	<b>16,800</b>
* Target Performance Incentive (TPI) is the performance linked salary component for a financial year. The targets are set for half yearly and the TPI will be disbursed half yearly in accordance with the company guidelines that are applicable for the respective year. For the first year of your employment with IBS, the TPI will be calculated on a pro-rata basis, based on the number of months remaining in the given financial year, commencing from your Date of Joining.		
Gratuity will be paid as per Payment of Gratuity Act, 1972.		

In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,50,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.
- b) You will not be entitled to any payment, amenities or benefits other than those mentioned above

## **6. Working Week & Leave**

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
  - i. You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
  - ii. The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
  - iii. Attendance shall be mandatory between 10 AM and 5 PM.
  - iv. Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
  - v. The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

## **7. Promotion**

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company relevant and applicable.

## **8. Travel**

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

## 9. Minimum Period of Service

Your employment is governed by a two year service agreement and you are required to execute a bond / contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two lakh) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by two sureties, one of whom should be your parent.

## 10. Notice Period & Termination of Employment.

- a) Either party may terminate the agreement, for any reason or on convenience, by giving two months' notice to the other party without assigning any reason whatsoever.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
  - vi. by giving one month's notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;
  - vii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time;
  - viii. with immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

## 11. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company. You are expected to refrain from engaging yourself in any assignment/employment which may create a conflict of interest in duly exercising your responsibilities associated with the position offered hereunder.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavour to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier, deliver to the Company all the properties of the Company, in your custody or possession.
- d) All intellectual properties 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) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and

exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.

- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation for a duration of more than 45 days, you continue in employment with the Company for a period of at least 6 months from the end of such deputation.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorised absence, misbehaviour, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
  - i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in the country of employment, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future. You acknowledge and agree to this restriction, considering the Confidential and Proprietary Information of the Company, coming to your knowledge and possession during your tenure with the Company, which if disclosed to or shared with or made use by such competitors, may prejudicially affect and jeopardise the Company's interest.;
  - ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage



their business relationship with the Company. You acknowledge that any violation to this obligation may result in legal proceedings for actual damages ensued to the Company; or

- iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
  
- i) This Appointment Offer is to be read in conjunction with the rules and regulations, codes and policies, laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
- j) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorised officer nominated by the Company for this purpose.
- k) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
- l) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.
- m) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.
- o) This employment offer is made based on complete reliance to the representations you have provided to us, during our discussions prior to the release of the offer and other documents submitted by you. Any misrepresentation either oral or written or any fraud or forgery related to your representations or any documentation submitted revealed through your background verification may result in revocation of this offer. The Company reserves to terminate your employment, if such fraud, forgery or misrepresentation is cited, post acceptance of this offer or during employment with the Company.
- p) The offer is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of the potential employment responsibilities, which may include but is not limited to, your non -complete obligations with your previous employer/s.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,

**For IBS Software (P) Ltd.**

**Jayan P**

**(Sr.Vice President & Head of Global Human Resources)**

I have read and understood the terms and conditions of the above Appointment Offer and I hereby voluntarily and unconditionally accept the same.

Signed by:

Name:

Date:



You Are Awesome!

Offer Letter

## **Six Dee Telecom Solutions**

**Reshma Roy**  
**8330841642**  
[reshmafeather@gmail.com](mailto:reshmafeather@gmail.com)

**28-April-2021**

## Dear Reshma Roy,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

## Duties

You must provide your services exclusively to the Company.

You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non-Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

## COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

## GROSS SALARY

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited**, at our **Bangalore** office as **Implementation Engineer**. Your total cost to company will be **INR 240000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 350000 per annum**. Details of the salary structure are given in the annexure attached.

## BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

## DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

- Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
- Any outstanding loans or advances made to you by the Company; and/or
- Any debt owed by you to the Company and/or
- Any other deductions permitted under applicable law

## PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

## ANNUAL LEAVES

The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexible in approving time off when doing so would not interfere with company operations.

During Probation, you are eligible for 5 Fresher Annual Leave for below reasons, based on manager/reporting manager's discretion:

- 1 – Illness with fever
- 2 – University Convocation
- 3 – University Exams
- 4 – Marriage/ Death (god forbid) in immediate family
- 5 – Passport related

After probation, you are entitled for 21 leaves in a year (1<sup>st</sup> April to 31<sup>st</sup> March).

## PLACE OF WORK

The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

## PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

## NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

- a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
- b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
- c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

- d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

## **TERMINATION**

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.

The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

The Company reserves the right to terminate your employment without notice, or pay in lieu of notice where you are found to have committed an act of gross misconduct. Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60<sup>th</sup> birthday.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

## **GOVERNING LAW AND ARBITRATION**

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to be resolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

## **CONFIDENTIALITY**

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

## INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

## NOTICE PERIOD

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees are of 3 months. Notice period in probation period will be 1 month. However when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the company.

## ABSCONDING

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

## BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

## PERFORMANCE MANAGEMENT AND SALARY REVISION

6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November .Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.



## INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.

You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

## AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

**You should retain a copy of this letter for your own records and sign and return one copy to the Company.**

We look forward to you joining us.

Kind regards,  
Yours sincerely,



**Dipti Yadav**

Manager - Human Resources

For and on behalf of

**Six Dee Telecom Solutions Private Limited**

## DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

**Six Dee Telecom Solutions Private Limited** have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Reshma Roy)**



UST/74865017/7901183  
06/10/2021

LINJU Skaria  
Trivandrum

Sub: Letter of Offer

Dear LINJU,

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 13/10/2021. 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 13/10/2021. 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 13/10/2021. 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**

LINJU, Skaria

Execution by the Employee:

I, LINJU Skaria, 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: LINJU Skaria,  
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**

# U S T

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.

# U . S T 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.*

\* \* \* \* \*

OFFER OF APPOINTMENT

Ref: HRD/2021/IND/Offer/1150

Date: September 24, 2021

To,

Gopika Vijayakumar  
Thekkethoppil House,  
Vazhappally,  
Kottayam-686103,

Dear Gopika,

This is with reference to the discussion we had with you in regards to a career with us. We are pleased to appoint you with Orion India Systems Private Limited (the “Company”) on the terms and conditions detailed in this letter under **Annexure A** hereto.

1. **DESIGNATION AND DATE OF JOINING:**

You are appointed as **Associate Engineer** with the Company with effect from **September 27, 2021** (the “Effective Date”).

2. **SALARY:**

Your Salary will be as detailed under **Annexure C** to this letter (the “Salary”).

3. **DOCUMENTS:**

On the date of appointment, you are required to furnish the documents as described under **Annexure B** to this letter.

4. DEDUCTIONS:

The Company shall be entitled to deduct from the Salary, the following amounts:

- Provident Fund;
- Income tax at source, at the rates applicable on your remuneration; and any other taxes or statutory dues/levies etc.;
- Employment / Professional tax; and
- All other dues from you to the Company such as, loans and advances given to you.

The Income Tax Liability with regards to your Salary and perks will be at your liability, and will be governed by the tax laws of the country where you are posted and as applicable from time to time.

5. OTHER TERMS AND CONDITIONS:

You shall be bound by the terms and conditions as set out under Annexure A hereto. We take this opportunity to welcome you to the Company and wish you a long and fruitful association with us.

Yours sincerely,

**For Orion India Systems Private Limited**

**Narendra Kumar**

**Director**

I hereby accept your offer of appointment as on the terms and conditions enclosed and will report for duty on

Signature -----

**Gopika Vijayakumar**

## ANNEXURE A

### TERMS AND CONDITIONS OF THE APPOINTMENT

#### 1. PROBATION & CONFIRMATION:

You will be on probation for a period of **Six (6) months** from the date of joining which may be reduced or extended, if considered necessary by the Company, at its discretion or based upon your overall performance during the probationary period. On completion of **Six (6) months** of probation, unless your employment is confirmed in writing, your probation period shall be deemed to be extended.

During the probationary period, your service can be terminated with one (1) month notice or salary in lieu of such notice, on either side.

Upon successful completion of your probation, you will be advised in writing of your confirmation as a regular employee of the company.

On confirmation, your services can be terminated upon three months' notice or three (3) months' salary in lieu of such notice, strictly based on the Company's decision.

#### 2. PLACE OF WORK:

You will be initially posted in **Kochi** however, you are liable to be transferred / deputed in the same position or in an equivalent position to any country, wherever the Company has business interests. In the event your employment is transferred by the Company to a subsidiary or affiliated company, your employment with such company will, for the purpose of this offer of appointment, be considered as continued employment by the Company, unless and until you execute an agreement, substantially similar in substance to this offer of appointment, then in force in any such company for which you become employed.

### **3. EMPLOYMENT:**

You hereby agree to work with the company for a minimum period of Twenty-Four (24) months from the Effective Date. After this period of Twenty-Four (24) months, in case, you decide to terminate your employment with the company, you agree to give a minimum notice of three (3) months after the expression of such intent to my higher authorities.

### **4. NON-COMPETE:**

At the time you begin your employment and during the term of your employment by the Company, you will not, directly or indirectly engage in or become employed by or act on behalf of any other person, company or firm which is engaged in any business or activity similar to or competitive with that of, unless such employment/training has been approved by the Company in writing and signed by the appropriate authority of the Company.

### **5. INFORMATION FURNISHED REGARDING EMPLOYMENT:**

This appointment is subject to your submitting relevant documents regarding your qualifications and past experience.

### **6. TERMINATION CLAUSE:**

We are looking forward to a long and fruitful association, however in the event of unforeseen circumstances your employment with the Company can be terminated in the manner provided below:

- (a) The Company shall be entitled to terminate your services by giving three (3) months' written notice or salary in lieu of notice. In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, wilful misconduct, or a material violation of Company policies or any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
- (b) In the event of your resignation from the Company, the resignation will be accepted, subject to your giving the Company a notice period of three (3) months and proper handing over of your assigned responsibilities to the Company. You shall, on ceasing to be the employee of the

Company for any reason, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

The notice period has to be served in full, unless otherwise agreed by the Company in writing. It is clarified that you do not have the option to either adjust the notice period against any leave or pay compensation in lieu of the notice and the same shall be as per the discretion of the Company.

After being relieved from the Company, either after your termination or resignation, you agree that you will not join and/or work with any of the Company's current or previous business partners and/or clients for the next two (2) years from the date of being relieved from the Company.

#### **7. COMPANY'S INTELLECTUAL PROPERTY RIGHTS:**

All works such as development, modifications, improvisations in the form of programs, policies, studies, reports, manuals, products etc., carried out for the Company, with your involvement shall be the property of the Company. The intellectual property rights for such works shall be with the company and you will not have any claims on the same. Further you shall execute, acknowledge, make and deliver to the Company any and all instruments at any time, either during the term of employment or subsequently, which in the judgment of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate copyright, patent or design and other property rights in all jurisdictions with respect to any invention, claim or work including not limited to (i) copyright/patent/design applications; (ii) any other applications for securing, protecting or registering any property rights relating to such works; and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

The Company shall at all times have the right to access and monitor all data and e-mails created, sent / received or stored by you using Company facility and on Company's system, at any time, without giving you any prior notification. All such data and information shall be the property of the Company at all times.



## 8. COMPANY POLICIES:

You will be governed by the Company's policies, regulations and procedures on the office timings, leave, travel, transfers, misconduct, provident fund, bonus and ESI/medical reimbursement or/and other matters etc., presently in force or as introduced/amended from time to time. Further, during the Employment period you shall perform your duties with honesty, diligence, orderliness, obedience and faithfulness towards the Company.

## 9. CONFIDENTIAL INFORMATION:

You shall not, whether during your employment with the Company, or after termination of your employment, for any reason, directly or indirectly, disclose, use for yourself or use for or disclose to any person/entity any Confidential Information other than for the benefit of Company and in the course of performing your duties and responsibilities.

“**Confidential Information**” means all information or data made available to you (whether furnished orally, in writing, electronically or through any other form or medium and regardless of whether it is specifically marked or identified as confidential) or which directly or indirectly comes to your knowledge, concerning or relating to the Company, including all analyses, reports, studies, designs, technologies, customer information, ideas, methodologies, agreements and other documents whether prepared by the Company, its executives or a third party.

Without prejudice to the generality of the foregoing, you shall:

- i. keep confidential the Confidential Information and not disclose the same to any third party or use the same for your benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by an agreement or except with the prior written consent of the Company;
- ii. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use; and
- iii. not reproduce, copy or reverse engineer the Confidential Information except with the prior written consent of the Company. The provisions for the protection of the Confidential Information shall apply notwithstanding that you have in an unauthorized manner or inadvertently obtained access to or have otherwise come into possession of such Confidential Information.

The confidentiality obligations herein shall not prevent you from disclosing the Confidential Information if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that you give the Company notice of such intended disclosure and an opportunity to oppose the same. In order to secure or preserve the Confidential Information, the Company shall have the right at all times to deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.

You acknowledge that all the Confidential Information shall remain the sole and absolute property of the Company or any third party, as applicable. You shall, at the time of leaving the services of the Company, return all the Confidential Information and other Company property in your possession.

The provisions of this Clause shall survive the termination of your employment for any reason whatsoever.

#### **10. GENERAL RESPONSIBILITIES:**

You shall during the period of employment:

- a) Diligently and faithfully carry out all instructions given to you from time to time;
- b) You shall not engage in any other trade, business, service or profession directly or indirectly during the continuance of your employment with the Company;
- c) Endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall deal with the Company's money, material and documents with utmost honesty and professional ethics; and
- d) You shall guard all trade secrets that you may come to possess during the tenure of your employment with us and shall not divulge any information at any time to anyone, which may be detrimental to the interests of the company.



While in the service of the Company you are expected to endeavor your best to contribute towards the interests of the Company and maintain confidentiality related with your post. Your individual Salary is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your Salary, as strictly personal and confidential.

**11. GOVERNING LAWS AND JURISDICTION:**

These terms and conditions shall be governed and construed in accordance with the laws of India. Any dispute arising hereunder shall be resolved at Mumbai, Maharashtra, India.

You acknowledge that this offer letter, represents the entire agreement between you and Company and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon the Company.

Kindly note that, any action of yours, contrary to any of the abovementioned clauses shall render you liable to termination with immediate effect, notwithstanding any other terms and conditions or your appointment.

**Please sign each page of this letter and return the duplicate of this letter as a token of acceptance of the terms of employment as set out herein before.**

We will be proud to have you as a member of our team to enable us to achieve our professional goals and objectives.

**ANNEXURE B  
DOCUMENTS REQUIRED**

**A. Immediately (Scanned)**

- UG/PG Degree certificates;
- Marks cards/transcripts;
- Experience and relieving letters from previous employers;
- Five (5) passport size photographs;
- Two (2) photocopies each of your educational certificates, experience certificates, last drawn salary slip and proof of your age;
- Please show the original of the above certificates for verification;
- A copy of your valid passport; and
- Address proof.

**B. Training will be given for the specified skill set you have been employed for.**

**C. Employment Background Verification**

The Company is committed to provide a safe and productive working environment. Therefore, as part of the hiring process you will be required to successfully complete an employment background verification prior joining. Please note that in the event of failure in background verification will result in withdrawal of your offer of employment.

ANNEXURE C

Date: September 24, 2021

Name: Gopika Vijayakumar  
 Designation: Associate Engineer  
 Location: Kochi

<b>Compensation Structure</b>	
Components	Amount (₹)
Basic	8,833.00
HRA	4,417.00
**Special Allowance	4,723.00
Conveyance Allowance	1,600.00
Education Allowance	200.00
Medical Allowance	1,250.00
<b>Sub Total A</b>	<b>21,023.00</b>
*PF Contribution (Employer)	1,060.00
<b>Sub Total B</b>	<b>1,060.00</b>
<b>Total (A+B)</b>	<b>22,083.00</b>
Monthly CTC	22,083.00
CTC (Fixed)	265,000.00
***CTC (Variable)	10,000.00
<b>Total CTC (per annum)</b>	<b>275,000.00</b>

**Income Tax Benefit Options**

Food Coupons (Optional)	2,000.00
LTA (Optional)	(5% of CTC)
Fuel Reimbursement and Driver's Salary (Optional)	As per policy

*\*The amount will be subject to applicable Statutory and Income Tax Deductions. Employee Contribution of PF will be deducted from the Gross Salary.*

*\*\*Special Allowance is subject to change as per your choice of flexible benefit components.*

*\*\*\*CTC (Variable) is to be paid out quarterly along with June, September, December, and March payroll subject to your active employment with Orion.*

Yours sincerely,

**For Orion India Systems Pvt. Ltd.**

**Narendra Kumar**  
 Director



**22-Nov-2021**

**Dear Reeba Biju,**  
B.Tech, Electronics & Communication Engineering  
Mangalam College of Engineering, Kottayam

**Candidate ID – 17361115**

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

You have been selected for the position of **Programmer Analyst Trainee**

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

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

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

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

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

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

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

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

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

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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

Yours sincerely,

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



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Reeba Biju **Designation:** Programmer Analyst Trainee

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

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

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

#### Leave & Vacation:

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

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

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



**Provident Fund Wages:**

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

**Employees State Insurance:**

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

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

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

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

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

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

## Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

AND

Reeba Biju, 22, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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

RECITAL:

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

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

### 1. Duties and Responsibilities

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

### 2. Place of Employment

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

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

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### **4. Confidentiality**

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

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

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

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

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

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

## **7. Background Check**

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

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

## **8. Compliance with Company Policies**

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

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

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

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

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

## **10. Representations and Warranties**

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

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

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

## **11. Indemnity**

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

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

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

## **13. Unauthorized Absence**

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

## **14. Retirement**

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

## **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

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

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

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

## 16. Deputation, Assignment and Transfer

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

## 17. Survival

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

## 18. Dispute Resolution and Governing law

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

## 19. General

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

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

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

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

**Cognizant Technology Solutions India Private Limited    Reeba Biju**

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

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

**Date: 17/12/2021****Intent to Offer**

Dear Riyas Nazar

Syntellect ID: ASBE20168264

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

**For Syntel Pvt. Ltd,**



**Adarsh Krishna**

**Deputy General Manager – Human Resource**

**I have read this Offer of Intent and accept the stipulated terms and conditions**

**Signature**

**Encl: Annexure**



**ANNEXURE A**

**SALARY DISTRIBUTION**

<b>Name:</b>	<b>Riyas Nazar</b>	
<b>Designation:</b>	<b>Associate Consultant</b>	
<b>Band &amp; Grade:</b>	<b>GCM 1</b>	
<b>Pay and Allowance</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	9,917	119,000
HRA	4,958	59,500
Basket of Allowances (BOA)	9,625	115,500
Statutory Bonus	2,033	24,400
<b>Gross Salary</b>	<b>26,533</b>	<b>318,400</b>
Provident Fund (PF)	1,800	21,600
<b>Retirals</b>	<b>1,800</b>	<b>21,600</b>
<b>Cost to Company (OTE)</b>	<b>28,333</b>	<b>340,000</b>

**ANNEXURE B**

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20207219553/Trivandrum**  
**Date: 10/03/2021**

Ms. Rolina Felix  
Manayath, Ettumanoor, Kottayam,  
Near Ettumanoor Temple,  
Kottayam-686631,  
Kerala.  
Tel# -

Dear Rolina Felix,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

**TCS Confidential**  
**TCSL/DT20207219553**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

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



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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

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

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

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

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

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Food Card**

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **XPLORE/ LEARNING INCENTIVES**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:



## 1. Basic Cover

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

## 2. Higher Hospitalisation

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

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

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

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



### **3. Training Period**

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

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

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

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

### **4. Working Hours**

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

### **5. Mobility**

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

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

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

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

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

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

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





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

## **9. Confidentiality Agreement**

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

## **10. Service Agreement**

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

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

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

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

## **12. Terms and Conditions**

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



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

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

### **14. Notice Period**

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

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

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

### **15. Retirement**

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

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

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

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

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

### **18. Background Check**

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



including termination of traineeship/service without notice.

## 19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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



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

## 20. TCS Xperience Program

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

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

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

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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

## 23. Compliance to all clauses

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



## 24. Data Privacy Clause:

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

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

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

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

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

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



**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

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



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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Rolina Felix</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
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

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

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

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

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

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	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>	





## Annexure 3

### Confidentiality and IP Terms and Conditions

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

##### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



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

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

## **3. Intellectual Property Rights**

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



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

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

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

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

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

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

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

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

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

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



## 9. Equitable Rights

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

## 10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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.

**Date: 31-Oct-2021**

**Shalu Abraham**

**Mangalam College of Engineering**

**Appointment Offer: Software Engineer**

**Dear Shalu Abraham,**

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 2 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 office of the Company situated at Unit No's 401 & 402, SCK-01, Smartcity Campus, Thengode PO, 682030, Kakkanad, Kerala. 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.

**3. Reporting Date**

Your date of joining will be **03-Nov-21**.



#### 4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

#### 5. Compensation

Your compensation details are as stated in the table below.

<b>Compensation Details</b>		<b>Job Level: 3</b>
<b>I</b>	<b>Fixed Remuneration (A)</b>	<b>Amount in INR</b>
<b>Sl. No.</b>	<b>Component</b>	<b>Monthly</b>
1.	Basic Pay	<b>9,000</b>
2.	HRA	<b>3,600</b>
3.	Special Allowance	<b>10,100</b>
4.	Food Vouchers	<b>2,100</b>
5.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	<b>1,800</b>
6.	<b>Monthly Gross Earnings (Fixed)</b>	<b>26,600</b>
II	<b>Variable Remuneration :- Annual Target Performance Incentive (B) *</b>	<b>16,800</b>
* Target Performance Incentive (TPI) is the performance linked salary component for a financial year. The targets are set for half yearly and the TPI will be disbursed half yearly in accordance with the company guidelines that are applicable for the respective year. For the first year of your employment with IBS, the TPI will be calculated on a pro-rata basis, based on the number of months remaining in the given financial year, commencing from your Date of Joining.		
Gratuity will be paid as per Payment of Gratuity Act, 1972.		

In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,50,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.
- b) You will not be entitled to any payment, amenities or benefits other than those mentioned above

## **6. Working Week & Leave**

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
  - i. You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
  - ii. The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
  - iii. Attendance shall be mandatory between 10 AM and 5 PM.
  - iv. Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
  - v. The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

## **7. Promotion**

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company relevant and applicable.

## **8. Travel**

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.



## 9. Minimum Period of Service

Your employment is governed by a two year service agreement and you are required to execute a bond / contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two lakh) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by two sureties, one of whom should be your parent.

## 10. Notice Period & Termination of Employment.

- a) Either party may terminate the agreement, for any reason or on convenience, by giving two months' notice to the other party without assigning any reason whatsoever.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
  - vi. by giving one month's notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;
  - vii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time;
  - viii. with immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

## 11. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company. You are expected to refrain from engaging yourself in any assignment/employment which may create a conflict of interest in duly exercising your responsibilities associated with the position offered hereunder.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavour to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier, deliver to the Company all the properties of the Company, in your custody or possession.
- d) All intellectual properties 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) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and

exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.

- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation for a duration of more than 45 days, you continue in employment with the Company for a period of at least 6 months from the end of such deputation.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorised absence, misbehaviour, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
  - i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in the country of employment, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future. You acknowledge and agree to this restriction, considering the Confidential and Proprietary Information of the Company, coming to your knowledge and possession during your tenure with the Company, which if disclosed to or shared with or made use by such competitors, may prejudicially affect and jeopardise the Company's interest.;
  - ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage

their business relationship with the Company. You acknowledge that any violation to this obligation may result in legal proceedings for actual damages ensued to the Company; or

- iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
  
- i) This Appointment Offer is to be read in conjunction with the rules and regulations, codes and policies, laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
- j) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorised officer nominated by the Company for this purpose.
- k) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
- l) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.
- m) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.
- o) This employment offer is made based on complete reliance to the representations you have provided to us, during our discussions prior to the release of the offer and other documents submitted by you. Any misrepresentation either oral or written or any fraud or forgery related to your representations or any documentation submitted revealed through your background verification may result in revocation of this offer. The Company reserves to terminate your employment, if such fraud, forgery or misrepresentation is cited, post acceptance of this offer or during employment with the Company.
- p) The offer is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of the potential employment responsibilities, which may include but is not limited to, your non -complete obligations with your previous employer/s.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,

**For IBS Software (P) Ltd.**

**Jayan P**

**(Sr.Vice President & Head of Global Human Resources)**

I have read and understood the terms and conditions of the above Appointment Offer and I hereby voluntarily and unconditionally accept the same.

Signed by:

Name:

Date:

Candidate ID: 5086779 /981035,

Date of Joining: 10/14/2021,

Joining Location: Mumbai,

Designation: Analyst,

Dear Shilpa N Sasi,

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at Mumbai office, for joining formalities as per the address mentioned below:

**Address**

CAPGEMINI Knowledge Park,IT 1 / IT 2, TTC Industrial Area,Thane-Belapur Road,  
Airoli, Navi Mumbai, Maharashtra - 400708

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
	<p>Employment Documents:</p> <p><u>Current Employment( Immediate Previous)</u></p> <p>a) Relieving letter /Experience Certificate( if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory)</p> <p>2. b) Payslips for last 3 months</p> <p>c) Form 16</p> <p>d) Salary Account 6 months Bank Statement</p> <p>e) Letter of appointment/Offer letter from employer which captures start date</p> <p><u>Previous Employment</u></p> <p>Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p><u>Education Documents</u></p> <p>a) 10 Marksheet and certificate.</p> <p>b) 12th marksheet and Certificate.</p> <p>c) Graduation Marksheets and certificate/Diploma certificate.</p> <p>d) Post-Graduation Marksheets and degree certificate(If applicable)</p> <p>e) Any other relevant certificate</p>
4.	<p><u>Proof of identity/ Address</u></p> <p>a) PAN Card</p> <p>b) AADHAR Card</p> <p>c) Passport</p> <p>In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs</p> <p>i) Voters Id</p> <p>ii) Driving License</p> <p>iii) Ration card</p> <p>iv) Electricity Bills</p> <p>v) Gas card</p> <p>vi) Notarized Self Affidavit</p>
5.	Passport size photographs(6 nos)
6.	<p>Self Employed/CO-owner/Freelancing/ Partnership employment(s)(If applicable)</p> <p>a) Form 16/Form 26AS</p> <p>b) Bank statement for 6 months</p> <p>c) Shop License</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15AM, and contact security at the main gate for your entry pass.

Best Regards,  
Team HR

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## EMPLOYMENT OFFER LETTER

Capgemini Ref: 5086779 /981035,

10/13/2021,

Shilpa N Sasi  
Mallappally,  
Mallappally ,  
India

Confidential

Dear Shilpa N Sasi,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 10/14/2021 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Analyst/A4

B) You will be required to work at the Company's offices in location Mumbai

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be INR 300,002.00 (Rupees Three Lakh and Two only). Please refer Annexure-A for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 380,006.00 (Rupees Three Lakhs Eighty Thousand and Six only). Please refer Annexure -B for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:



Annexure - A

Shilpa N Sasi

Analyst

Total Cost to Company (CTC).

Rs.300,002.00

Monthly Components	Per Month	Annualized
Basic	Rs 15,000.00	Rs 180,000.00
House Rent Allowance	Rs. 3,679.00	Rs 44,148.00
Other Allowances and Reimbursements – 1 #	Rs. 0	Rs.0
Other Allowances and Reimbursements – 2 +	Rs. 0	Rs. 0
Advance Statutory Bonus	Rs. 3,149.00	Rs. 37,788.00
Gross monthly salary	Rs.21,828.00	Rs. 261,936.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.292,200.00
Total Cash Compensation		Rs.292,200.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs. 7,802.00
Capgemini contribution to ESI		Rs.0.00

Total Cost to Company		Rs. 300,002.00
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**Annexure - B**

Shilpa N Sasi

Analyst

Total Cost to Company (CTC).

Rs.380,006.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.1,80,000.00
House Rent Allowance	Rs.9,000.00	Rs.1,08,000.00
Other Allowance and Reimbursement - 1	Rs.1,199.00	Rs.14,388.00
Other Allowance and Reimbursement - 2	Rs.147.00	Rs.1,764.00
Advanced Statutory Bonus	Rs.3,149.00	Rs.37,788.00
<b>Gross monthly salary</b>	<b>Rs.28,495.00</b>	<b>Rs.3,41,940.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)	Rs.722.00	Rs.8,664.00
<b>Total Fixed Compensation</b>	<b>Rs.31,017.00</b>	<b>Rs.3,72,204.00</b>
<b>Total Cash Compensation</b>	<b>Rs.31,017.00</b>	<b>Rs.3,72,204.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
Capgemini contribution to ESI		Rs.0.00

Total Cost to Company		Rs.380,006.00
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# You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized	
Remote Working Allowance	19800.00	✓
Books and Journals	24000.00	
Professional Pursuit	180000.00	
Conveyance Allowance	63,600.00	

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized	
Leave Travel Assistance	60,000.00	✓
Meal Card	26,400.00	
Vehicle & Driver Reimbursement	21,600.00	

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.

4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- \* Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the component
- # All components under Other Allowance and Reimbursement – 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements - 2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

E.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company;
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;

- d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
- e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
- f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
- g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
- h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
- i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
  - a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 30-November-2021, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
  - b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
  - c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.  
You fill the complete Back ground verification link given along with the welcome mail of the offer.
- j. You have achieved minimum 60% aggregate in all semesters of your graduation.
- k. You submit the following mandatory documents before the date of joining..
  - 1. Highest Degree/Provisional Certificate and Final year Mark sheet.
  - 2. In case you do not have the Education documents on the Day of joining, you should submit the same to the HR not later than 3 months from Date of Joining.
- l. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
- 2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

I.) Your employment with the Company will also be governed by the terms and conditions of employment contained in Exhibit 1 attached hereto.

J.) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,  
Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi  
Mumbai, Maharashtra 400708

Email: [hremployeeservices.in@capgemini.com](mailto:hremployeeservices.in@capgemini.com)

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

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Anilkumar Singh  
Head - Talent Acquisition & Resourcing

## Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Shilpa

Name: Shilpa N Sasi

Date: 10/13/2021

## EXHIBIT 1

### Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### 1. CURRENT WORK LOCATION:

1.1 Capgemini Technology Services India Limited ("Capgemini" or "Company") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem



- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

## **2. DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

## **3. COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

## **4. TRAINING:**

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

## **5. COVENANTS AND REPRESENTATIONS:**

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;
- b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;

- c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a.) you are legally permitted to reside and be employed in India;
- b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and

f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

## 6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;

- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter;
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## 7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights),

including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively 'Developments') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 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, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and

market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Caggemini's policy with respect to Intellectual Property.

## 8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

## 9. RETIREMENT/TERMINATION:

### a.) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

### b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

**10. LIMITATION OF LIABILITY AND INDEMNITY:**

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.



10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

## 11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Caggemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Caggemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

## CONSENT LETTER

### For use of Personal Information & Sensitive Personal Data or Information

I, Shilpa N. Sasi residing at Njalidackal (H) Ancooru PO Malappuram Kerala do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC - SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

- a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
- b) payroll processing agencies for processing my payroll (including reimbursement claims),
- c) law enforcement agencies,
- d) to comply with a judicial/quasi judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance.
- h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

- a.) affiliates of the Company for administrative purposes and/or audit;
- b.) clients/prospects in relation to any staff augmentation assignments.

3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name: Shilpa N Sani  
Signature: Shilpa  
Date: 13/10/2021



SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Mangalam College of Engineering  
Date: 07-May-2021

Dear Lakshmi Rajeev ( B.Tech -ECE )

**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**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 07-May-2021

**Dear** Jeffin Joseph Idicula ( B.Tech -ECE )

**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.

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 07-May-2021

**Dear Elvi George ( B.Tech -ECE )**

**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.

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Mangalam College of Engineering  
Date: 07-May-2021

Dear Athul Sekhar ( B.Tech -ECE )

**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.

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**Sutherland**

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 07-May-2021

Dear Athira Anilkumar ( B.Tech -ECE )

**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.

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Sutherland**

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 07-May-2021

**Dear Anson Joseph ( B.Tech -ECE )**

**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.

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Sutherland**

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Mangalam College of Engineering  
Date: 07-May-2021

Dear Akshai Chandran ( B.Tech -ECE )

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.

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 07-May-2021

Dear Akhil Varghese ( B.Tech -ECE )

**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.

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- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Ajin Joseph Varghese ( 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.

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- 10th,12th and UG/PG education certificates – (whichever completed).
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Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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16-June-2021

To:

**Mr. Ashik Sabu**

**B.Tech**

**Group: Electrical and Electronics Engineering**

**College: Mangalam College of Engineering**

**Sub: Provisional Offer Letter**

Dear **Mr. Ashik Sabu**

Congratulations on your selection as **Software Engineer** in Eoxys.

This offer of appointment is being made to you to join us **on or before 26<sup>th</sup> July 2021** or as soon as you got the final mark sheet with First class score.

- 1. You shall have to complete 'C' programming logic assessment test at Eoxys Bangalore office to confirm and satisfactory pass the test to confirm valid offer of joining with eoxys**
2. 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.
3. 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. 2,20,000/- (Rs. Two Lakh Twenty Thousand Only)**.
4. Please contact the Administration Dept, Eoxys, Bangalore with your final degree mark sheet (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.
5. 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.
6. 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.
7. 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**

**Director**





## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Athira V Saji ( 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

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- 10th,12th and UG/PG education certificates – (whichever completed).
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- 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**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Bijin Thomas ( 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

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**Sutherland**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Christy Elizabeth Jolly ( 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.

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## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Cyril Sebastian ( 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.

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## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Dais Mathew ( 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.

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## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Harikrishnan S ( 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.

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**Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

16-June-2021

To:  
**Mr. Jeswin George**  
**B.Tech**  
**Group: Electrical and Electronics Engineering**  
**College: Mangalam College of Engineering**  
**Sub: Provisional Offer Letter**

Dear **Mr. Jeswin George**

Congratulations on your selection as **Software Engineer** in Eoxys.

This offer of appointment is being made to you to join us **on or before 26<sup>th</sup> July 2021** or as soon as you got the final mark sheet with First class score.

- 1. You shall have to complete 'C' programming logic assessment test at Eoxys Bangalore office to confirm and satisfactory pass the test to confirm valid offer of joining with eoxys**
2. 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.
3. 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. 2,20,000/- (Rs. Two Lakh Twenty Thousand Only)**.
4. Please contact the Administration Dept, Eoxys, Bangalore with your final degree mark sheet (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.
5. 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.
6. 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.
7. 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**

**Director**



16-June-2021

To:

**Mr. Jithendrakumar**

**B.Tech**

**Group: Electrical and Electronics Engineering**

**College: Mangalam College of Engineering**

**Sub: Provisional Offer Letter**

Dear **Mr. Jithendrakumar**

Congratulations on your selection as **Software Engineer** in Eoxys.

This offer of appointment is being made to you to join us **on or before 26<sup>th</sup> July 2021** or as soon as you got the final mark sheet with First class score.

- 1. You shall have to complete 'C' programming logic assessment test at Eoxys Bangalore office to confirm and satisfactory pass the test to confirm valid offer of joining with eoxys**
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3. 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. 2,20,000/- (Rs. Two Lakh Twenty Thousand Only)**.
4. Please contact the Administration Dept, Eoxys, Bangalore with your final degree mark sheet (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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Authorized Signatory



**Prabhakar.A**

**Director**





## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Krishnendu R ( 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.

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- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
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- 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

16-June-2021

To:

**Mr. Nandhu S Gopal**

**B.Tech**

**Group: Electrical and Electronics Engineering**

**College: Mangalam College of Engineering**

**Sub: Provisional Offer Letter**

Dear **Mr. Nandhu S Gopal**

Congratulations on your selection as **Software Engineer** in Eoxys.

This offer of appointment is being made to you to join us **on or before 26<sup>th</sup> July 2021** or as soon as you got the final mark sheet with First class score.

1. **You shall have to complete 'C' programming logic assessment test at Eoxys Bangalore office to confirm and satisfactory pass the test to confirm valid offer of joining with eoxys**
2. 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.
3. 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. 2,20,000/- (Rs. Two Lakh Twenty Thousand Only)**.
4. Please contact the Administration Dept, Eoxys, Bangalore with your final degree mark sheet (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.
5. 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.
6. 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.
7. 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**

**Director**





Priya Thomas <priya.thomas@mangalam.in>

### Fwd: Letter of Intent to Hire

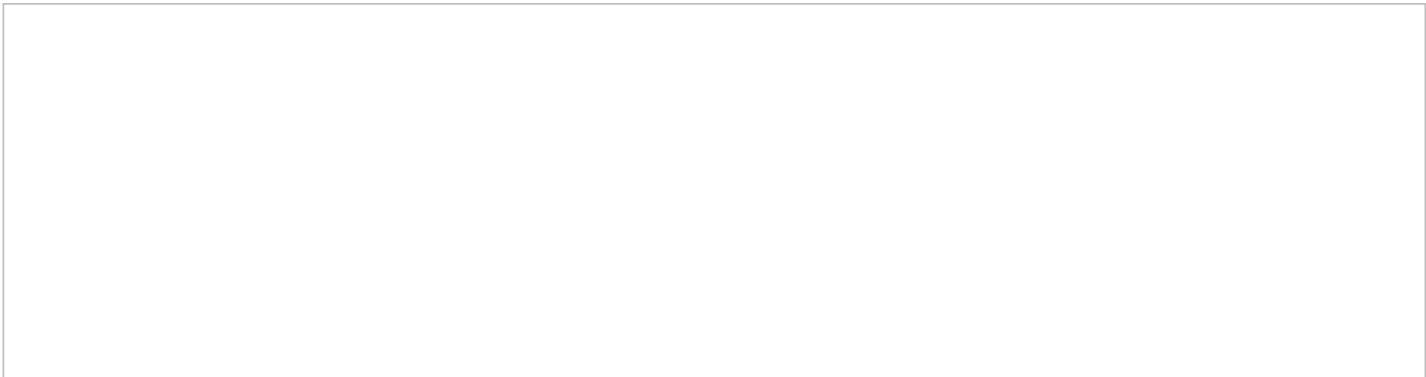
1 message

**Neshyamol Thomas** <neshyamol1999@gmail.com>  
To: priya.thomas@mangalam.in

Thu, Sep 23, 2021 at 12:09 PM

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

From: **Infosys Limited** <offers@infosys.com>  
Date: Tue, Jul 27, 2021, 6:58 PM  
Subject: Letter of Intent to Hire  
To: neshyamol1999@gmail.com <neshyamol1999@gmail.com>



Dear Neshyamol Thomas,

Congratulations once again on your successful participation in our campus recruitment process during the year 2020-2021.

Please find attached the letter of intent to hire for the role of Systems Engineer at Infosys Ltd.

We will be reaching out to you regularly through various avenues between now and the time you join us. We would like to reiterate the fact that the offer of employment with Infosys Ltd. shall be valid only if you fulfill the eligibility criteria specified by us during the time of recruitment..

We look forward to seeing you at Infosys.

Regards,  
Team Talent Acquisition  
Infosys Ltd.

P.S: Please do not respond to this email id as incoming emails to this account are not monitored

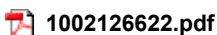
#### 3 attachments



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image001.jpg  
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23/09/2021, 12:18  
215K

Mangalam College of Engineering. Kerala - India. Mail - Fwd: Letter of Intent to Hire



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 07-May-2021

**Dear** Nimmi Cherian C V ( 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



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Reepa James ( 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.

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Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Sanju K Philip ( 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.

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Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Sanu S John ( 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.

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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



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Shyam Mohan ( 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.

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- 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



## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 07-May-2021

**Dear** Sony Antony ( 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.

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**Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



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: 6 /09/ 2021

Subin Varghese  
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 01/10/2021.

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

Registered office  
EMI PRODUCT  
893/C 10<sup>th</sup> cross 80 feet road,  
Vijay Nagar  
Bengaluru Karnataka 9947340387

Date: 6 /09/ 2021

Abidh Sulaiman  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

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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  
EMI PRODUCT  
893/C 10<sup>th</sup> cross 80 feet road,  
Vijay Nagar  
Bengaluru Karnataka 9947340387

Date: 6 /09/ 2021

Jithin 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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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  
EMI PRODUCT  
893/C 10<sup>th</sup> cross 80 feet road,  
Vijay Nagar  
Bengaluru Karnataka 9947340387

Date: 6 /09/ 2021

Cilesh K Manoj  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

Dear Sir,

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With Best Wishes  
Yours Faithfully

  
EMI Product

SUBJECT TO BENGALURU JURISDICTION

  
WORLD TRADE CENTER  
Brigade Gate Way Campus Unit No: 2201  
22<sup>nd</sup> Floor, Bangalore, Karnataka



# TOLINS PURE FOODS PRIVATE LIMITED

നല്ലത് വിളമ്പുന്ന സംസ്കാരം

09.08.2021

Ajin K  
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 complete 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 2<sup>nd</sup> September 2021. 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 Pure Foods Pvt Ltd

Authorized Signatory

I accepted the above Terms & Conditions

Name : Ajin K  
Date : 09/08/2021  
Sign :

CIN : U15400KL2020PTC062141

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolinsfoods.com | Website : www.tolinsfoods.com



# TOLINS TYRES PRIVATE LIMITED

Safer - Stronger - Lives Longer

09.08.2021

Padmakumar 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.

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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 2<sup>nd</sup> September 2021. 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 : Padmakumar R

Date : 09.08.2021

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



09.08.2021

Jithin Tomy  
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.

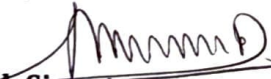
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With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

**Name** : Jithin Tomy  
**Date** : 09.08.2021  
**Sign** : 



**TOLINS TYRES PRIVATE LIMITED**

— Safer - Stronger - Lives Longer —

09.08.2021

Bibin Babu  
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 : Bibin Babu  
Date : 09.08.2021  
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



**TOLINS TYRES PRIVATE LIMITED**

— Safer - Stronger - Lives Longer —

09.08.2021

Ickson Sunoj Thomas  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

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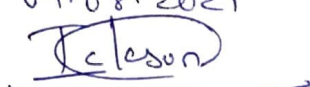
With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

**Name** : Ickson Sunoj Thomas  
**Date** : 09.08.2021  
**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





# TOLINS TYRES PRIVATE LIMITED

Safer - Stronger - Lives Longer

09.08.2021

John Varghese  
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 complete 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 2<sup>nd</sup> September 2021. 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 : John Varghese  
Date : 09.08.2021  
Sign : 



**TOLINS TYRES PRIVATE LIMITED**

Safer - Stronger - Lives Longer

09.08.2021

Ajith K Aji  
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 complete 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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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 2<sup>nd</sup> September 2021. 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 : Ajith K Aji  
Date : 09.08.2021  
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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**TOLINS TYRES PRIVATE LIMITED**

— Safer - Stronger - Lives Longer —

09.08.2021

Flora Ann Binu  
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.

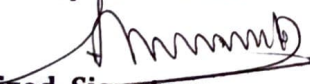
1. You will receive a Basic Salary of Rs.15,000/(Fifteen Thousand only) (Basic + D.A) during 6 months training period. After successful complete of training period, you will be appointed as Quality Control Engineer(on probation) with a basic salary of Rs. 20,000 per month.
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You are required to join duty on or before 2<sup>nd</sup> September 2021. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.

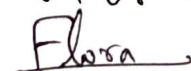
With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

Name : Flora Ann Binu  
Date : 09.08.2021  
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



# TOLINS TYRES PRIVATE LIMITED

Safer - Stronger - Lives Longer

09.08.2021

Deepak P Madhu  
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 complete 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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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 2<sup>nd</sup> September 2021. 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 : Deepak P Madhu  
Date : 09.08.2021  
Sign : 



09.08.2021

Subin Varghese  
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 complete 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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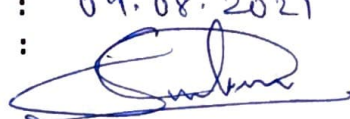
With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

Name : Subin Varghese  
Date : 09.08.2021  
Sign : 



# 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

31.08.2021.

Subin K John,  
Kareekalam Thattamthara,  
Kokkothamangalam P.O.,  
Alappuzha.

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 01.09.2021, 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)



# TOLINS PURE FOODS PRIVATE LIMITED

നല്ലത് വിളമ്പുന്ന സംസ്കാരം

09.08.2021

Robert Mathew  
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 complete 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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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 2<sup>nd</sup> September 2021. 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 Pure Foods Pvt Ltd

  
Authorized Signatory

I accepted the above Terms & Conditions

Name : Robert Mathew  
Date : 09/08/2021  
Sign : 

CIN : U15400KL2020PTC062141

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolinsfoods.com | Website : www.tolinsfoods.com



# 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

MP/PER/1

31.08.2021.

Adarsh Krishna A,  
Pattilasseril Sadanam,  
Chingoli P.O.,  
Alappuzha.

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 01.09.2021, 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.
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- 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

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Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/1

31.08.2021.

Albin John,  
Varambinakathu [H],  
Kodumupidy P.O.,  
Pala.

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 01.09.2021, 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 : 32AACCM2086K1ZI CIN: U22110KL1993PTC007238

MP/PER/1

31.08.2021

Joseph Babu,  
Cherumthadathil [H],  
Athirampuzha P.O.,  
Kottayam.

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 01.09.2021, 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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GSTIN : 32AACCM2086K1ZI CIN: U22110KL1993PTC007238

MP/PER/1

31.08.2021

Melvin Kurian,  
Palakunnel [H],  
Puthuppally P. O.,  
Kottayam.

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 01.09.2021, 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 : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/1


31.08.2021

Sreelekshmi S.,  
Sreevilasam,  
Malakunnam P.O.,  
Chenganacherry.

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 01.09.2021, 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]



MP/PER/1

31.08.2021.

Vinayak Vijayan,  
Naduvileparambil,  
Muthoor P.O.,  
Thiruvalla.

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 01.09.2021, 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 [H R]



MP/PER/1.

31.08.2021.

Gokul Soman,  
Paramala [H],  
Kallara South P.O.,

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 01.09.2021, 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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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

31.08.2021.

Muhammed Rihad,  
Madollathil Ayshas,  
Azhiyoor P.O.,  
Vadakara.

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 01.09.2021, 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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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

31.08.2021

Sooraj,  
Kochupallitha,  
Kanjipadam P.O.,  
Ambalapuzha.

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 01.09.2021, 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 [D.K.]





MP/PER/1

31.08.2021

Adarsh P. S.,  
Punnackal [H],  
Njeezhoor P.O.,  
Kottayam.

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 01.09.2021, 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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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.]



# TOLINS PURE FOODS PRIVATE LIMITED

നല്ലത് വിളമ്പുന്ന സംസ്കാരം

09.08.2021

Arun K.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 complete 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 2<sup>nd</sup> September 2021. 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 Pure Foods Pvt Ltd**

  
Authorized Signatory

**I accepted the above Terms & Conditions**

Name : ARUN, KS  
Date : 09/08/21  
Sign : 

CIN : U15400KL2020PTC062141

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolinsfoods.com | Website : www.tolinsfoods.com



MP/PER/1

31.08.2021

Yaseen Mohammed,  
Thottiparambil [H],  
Aruvithura P.O.,  
Erattupetta.

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 01.09.2021, 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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- 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 [H R]



09.08.2021

Achu Thankachan  
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 2<sup>nd</sup> September 2021. 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 Pure Foods Pvt Ltd**

**Authorized Signatory**

**I accepted the above Terms & Conditions**

Name : Achu Thankachan  
Date : 09/08/21  
Sign :



09.08.2021

Jibin 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.

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You are required to join duty on or before 2<sup>nd</sup> September 2021. 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 Pure Foods Pvt Ltd**

**Authorized Signatory**

I accepted the above Terms & Conditions

Name : Jibin James  
Date : 09/08  
Sign :



# TOLINS PURE FOODS PRIVATE LIMITED

നല്ലത് വിളമ്പുന്ന സംസ്കാരം

09.08.2021

Shijo Varghese  
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.

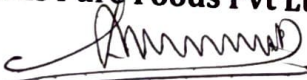
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You are required to join duty on or before 2<sup>nd</sup> September 2021. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.

With Best wishes.

Yours faithfully,

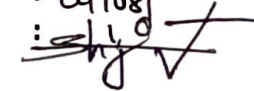
For Tolins Pure Foods Pvt Ltd

  
Authorized Signatory

I accepted the above Terms & Conditions

Name : SHIJO VARGHESE

Date : 09/08/21

Sign : 



# TOLINS PURE FOODS PRIVATE LIMITED

നല്ലത് വിളമ്പുന്ന സംസ്കാരം

09.08.2021

Gokul P  
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 complete 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 2<sup>nd</sup> September 2021. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.

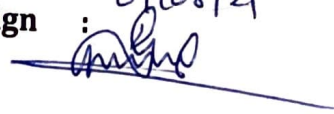
With Best wishes.

Yours faithfully,

For Tolins Pure Foods Pvt Ltd

  
Authorized Signatory

I accepted the above Terms & Conditions

Name : Gokul P  
Date : 09/08/21  
Sign : 



09.08.2021

Abhishek Mohan  
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 Pure Foods Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

**Name :**

**Date :**

**Sign :**





July 27, 2021

HRD/3T/21-22/1002136250

Mr. Bilwin Benny  
Candidate ID: 1002136250  
Thalayinakuzhyil House, Cheruvandoor  
Peroor P.O  
Kottayam- 686637  
Kottayam  
India  
Ph: (91) 99614 92489

Dear Bilwin,

**SUB: LETTER OF INTENT TO HIRE**

**Congratulations!** Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Systems Engineer** in Job Level 3 with the company. Your DoJ is **December 6, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 360000** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at [offer\\_update@infosys.com](mailto:offer_update@infosys.com).

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

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

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To  
RUFZAN HANEESH,

Date: 02/08/2021

## APPOINTMENT ORDER

Sub: Appointments of Service Manager –regarding

\*\*\*

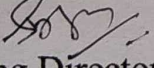
You are appointed as Service Manager in the Maintenance department at **INDEX INDUSTRIAL INCORPORATE**, NP1/213, AMC Junction, Puthenthura P O, Kollam. This appointment takes effect from **09/08/2021** and you will be on probation for a period of six (6) months from the date of your appointment. He shall attend to all works/duties as assigned by authorities from time to time.

An annual CTC of Rs 192000/- 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)

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To  
AKSHAY S,

Date: 02/08/2021

## **APPOINTMENT ORDER**

Sub: Appointments of Service Manager –regarding

\*\*\*

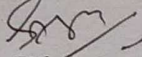
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For the **INDEX INDUSTRIAL INCORPORATE**

  
Managing Director

9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)



# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

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

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To  
JEBIN P D,

Date: 02/08/2021

## APPOINTMENT ORDER

Sub: Appointments of Service Manager –regarding

\*\*\*

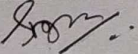
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For the **INDEX INDUSTRIAL INCORPORATE**

  
Managing Director

9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)





09.08.2021

Abhijith R Krishnan  
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 complete 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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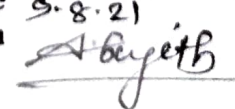
With Best wishes.

Yours faithfully,

**For Tolins Pure Foods Pvt Ltd**

  
**Authorized Signatory**

I accepted the above Terms & Conditions

Name **ABHIJITH R. KRISHNAN**  
Date **9.8.21**  
Sign 

09.08.2021

Amal Tom Mathew  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

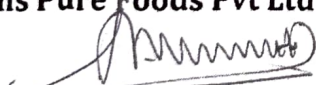
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With Best wishes.

Yours faithfully,

**For Tolins Pure Foods Pvt Ltd**  
**Authorized Signatory**

I accepted the above Terms & Conditions

Name Amal Tom Mathew  
Date 9/8/21  
Sign Amal Tom Mathew



09.08.2021

Akhil Baby  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

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With Best wishes.

Yours faithfully,

**For Tolins Pure Foods Pvt Ltd**

**Authorized Signatory**

I accepted the above Terms & Conditions

Name **AKHIL BABY**

Date

Sign **Akhil Baby**



# TOLINS PURE FOODS PRIVATE LIMITED

നല്ലത് വിളമ്പുന്ന സംസ്കാരം

09.08.2021

Kiran Rajendran  
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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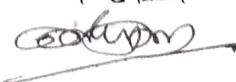
With Best wishes.

Yours faithfully,

**For Tolins Pure Foods Pvt Ltd**

  
**Authorized Signatory**

I accepted the above Terms & Conditions

Name **KIRAN RAJENDRAN**  
Date **14/8/21**  
Sign 



09.08.2021

Tharun S  
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.

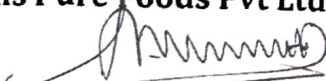
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You are required to join duty on or before 2<sup>nd</sup> September 2021. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.

With Best wishes.

Yours faithfully,

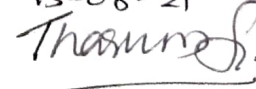
For Tolins Pure Foods Pvt Ltd

  
**Authorized Signatory**

I accepted the above Terms & Conditions

Name Tharun S

Date 13-08-21

Sign 



09.08.2021

Ajay Kurian Tomy  
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 complete 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.
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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 2<sup>nd</sup> September 2021. 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 Pure Foods Pvt Ltd**

  
**Authorized Signatory**

I accepted the above Terms & Conditions

Name *Ajay Kurian Tomy*  
Date  
Sign *[Signature]*



**TOLINS PURE FOODS PRIVATE LIMITED**

കുളിപ്പറമ്പ് വില്ലേജ്, കൊല്ലം ജില്ല, കേരളം

09.08.2021

Abin Abraham  
Mangalam College of Engineering  
Ettumanor, Kottayam

Dear Sir,

**Letter of Appointment**

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 2nd September 2021. 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 Pure Foods Pvt Ltd**

**Authorized signatory**

**I accepted the above Terms & Conditions**

Name **Abin Abraham**  
Date **9.8.21**  
Sign **Abin Abraham**

CIN : U15400KL2020PTC062141

1/47, MC Road, Kaladdy, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolinsfoods.com | Website : www.tolinsfoods.com



# TOLINS PURE FOODS PRIVATE LIMITED

തൃശ്ശൂർ വിളംബരം സൗകര്യം

09.08.2021

Arun Kumar VP  
Mangalam College of Engineering  
Ettumanor, Kottayam

Dear Sir,

### Letter of Appointment

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 2nd September 2021. 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 Pure Foods Pvt Ltd**

Authorized Signatory

I accepted the above Terms & Conditions

Name *Arun Kumar VP*  
Date *13/08/21*  
Sign *Arun Kumar VP*

CIN : U15400KL2020PTC062141

1/47, MC Road, Kaladdy, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolinsfoods.com | Website : www.tolinsfoods.com



## TOLINS PURE FOODS PRIVATE LIMITED

— റെഗുൽർ വിളിയുവന്ന സഹസ്രകാരം —

09.08.2021

Ananthu A  
Mangalam College of Engineering  
Ettumanor, Kottayam

Dear Sir,

### Letter of Appointment

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 Tolin's Pure Foods Pvt Ltd**

Authorized Signatory

I accepted the above Terms & Conditions

Name **Ananthu A.**

Date **13/08/21**

Sign **Ananthu A.**

CIN : U15400KL2020PTC062141

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolinsfoods.com | Website : www.tolinsfoods.com



**TOLINS PURE FOODS PRIVATE LIMITED**

നല്ലത് വിളമ്പുന്ന സംസ്കാരം.

09.08.2021

Flora Ann Binu  
Mangalam College of Engineering  
Ettumanor, Kottayam

Dear Sir,

Letter of Appointment

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 Pure Foods Pvt Ltd**

Authorized Signatory

**I accepted the above Terms & Conditions**

Name	Flora Ann Binu
Date	13/08/21
Sign	



# TOLINS PURE FOODS PRIVATE LIMITED

— നല്ലത് വിളമ്പുന്ന സംസ്കാരം

09.08.2021

Jomon Mathews  
Mangalam College of Engineering  
Ettumanor, Kottayam

Dear Sir,

## Letter of Appointment

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With Best wishes.

Yours faithfully,

**For Tolins Pure Foods Pvt Ltd**

Authorized Signatory

I accepted the above Terms & Conditions

Name **Jomon mathews**  
Date **13/08/21**  
Sign

CIN : U15400KL2020PTC062141

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : [info@tolinsfoods.com](mailto:info@tolinsfoods.com) | Website : [www.tolinsfoods.com](http://www.tolinsfoods.com)



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: 6 /09/ 2021

Tony George  
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 requested to join the duty on or before 01/10/2021.

  
WORLD TRADE CENTER  
Brigade Gate Way Campus Unit No: 2201  
22nd Floor, Bangalore, Karnataka

With Best Wishes  
Yours Faithfully  
  
EMI Product





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Registered office

EMI PRODUCT

893/C 10<sup>th</sup> cross 80 feet road,

Vijay Nagar

Bengaluru Karnataka 9947340387

Date: 6 /09/ 2021

Joel Antony

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

  
EMI Product



WORLD TRADE CENTER  
Brigade Gate Ww Campus Unit No: 2201  
22nd Floor, Bangalore, Karnataka

SUBJECT TO BENGALURU JURISDICTION



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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: 6 /09/ 2021

Jerry Jose  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

Dear Sir,


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With Best Wishes  
Yours Faithfully

EMI Product

  
WORLD TRADE CENTER  
Brigade Gate Way Campus Unit No: 2201  
22nd Floor, Bangalore, Karnataka



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Registered office  
EMI PRODUCT  
893/C 10<sup>th</sup> cross 80 feet road,  
Vijay Nagar  
Bengaluru Karnataka 9947340387

Date: 6 /09/ 2021

F Shajahan  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

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With Best Wishes  
Yours Faithfully

  
EMI Product

  
WORLD TRADE CENTER  
Brigade Gate Way, Campus Unit No: 2201  
22<sup>nd</sup> 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  
EMI PRODUCT  
893/C 10<sup>th</sup> cross 80 feet road,  
Vijay Nagar  
Bengaluru Karnataka 9947340387

Date: 6 /09/ 2021

Bhagyaraj S  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

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With Best Wishes  
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



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Registered office

EMI PRODUCT

893/C 10<sup>th</sup> cross 80 feet road,

Vijay Nagar

Bengaluru Karnataka 9947340387

Date: 6 /09/ 2021

Ananthu A R  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

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Yours Faithfully

  
EMI Product



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Brigade Gate Way Campus Unit No: 2201  
22<sup>nd</sup> Floor, Bangalore, Karnataka

SUBJECT TO BENGALURU JURISDICTION



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Registered office  
EMI PRODUCT  
893/C 10<sup>th</sup> cross 80 feet road,  
Vijay Nagar  
Bengaluru Karnataka 9947340387

Date: 6 /09/ 2021

Anandh VS  
Mangalam College of Engineering  
Ettumanor, Kottayam.

### Letter of Appointment

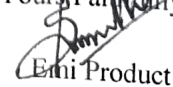
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Yours Faithfully

  
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893/C 10<sup>th</sup> cross 80 feet road,

Vijay Nagar

Bengaluru Karnataka 9947340387

Date: 6 /09/ 2021

Akhil Suresh  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

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With Best Wishes  
Yours Faithfully

  
EMI Product



World Trade Center  
Brigade Gateway Campus Unit no 2201  
22<sup>nd</sup> floor, Bengaluru, Karnataka

SUBJECT TO BENGALURU JURISDICTION



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: 6 /09/ 2021

Abhijith Krishnan R  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment


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With Best Wishes  
Yours Faithfully

  
Erni Product



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Brigade Gate Way Campus, Unit No. 2201  
22nd Floor, Bangalore, Karnataka

SUBJECT TO BENGALURU JURISDICTION





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: 6 /09/ 2021

Goutham Bose  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

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Yours Faithfully

  
EMI Product

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WORLD TRADE CENTER  
Brigade Gate Way Campus Unit No: 2201  
22<sup>nd</sup> Floor, Bangalore, Karnataka



# 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

MP/PER/215

25.08.2021

Joel Mani,  
Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

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 01.09.2021, subject to the following terms and conditions:

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- 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.
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AGM [P & A]



# Mangalam

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GSTIN : 32AACCM2086K1ZI CIN: U22110KL1993PTC007238

MP/PER/216

25.08.2021

Kevin Thomas Pukadiyil,  
Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

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 01.09.2021, subject to the following terms and conditions:

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AGM [P & A]



# Mangalam

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GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/217

25.08.2021

Pranavu Pradeepkumar  
Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

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 01.09.2021, subject to the following terms and conditions:

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AGM [P & A]



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GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/218

25.08.2021

Pravin P N

Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

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 01.09.2021, subject to the following terms and conditions:

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AGM [P & A]



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GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/219

25.08.2021

Sachin Gopakumar  
Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

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 01.09.2021, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 12,000/- (Rupees Twelve thousand only) per month.
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AGM [P & A]



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GSTIN : 32AACCM2086K1ZI CIN: U22110KL1993PTC007238

MP/PER/220

25.08.2021

Sidharth M S  
Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

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 01.09.2021, subject to the following terms and conditions:

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AGM [P & A]



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GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/221

25.08.2021

Sreehari Santhosh,  
Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

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 01.09.2021, subject to the following terms and conditions:

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GSTIN : 32AACCM2086K1ZI CIN: U22110KL1993PTC007238

MP/PER/222

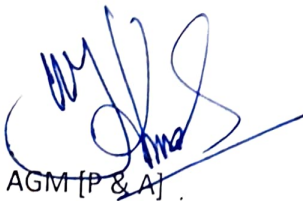
25.08.2021

Swagath N Shaji,  
Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

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AGM [P & A]



# Mangalam

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GSTIN : 32AACOM2099K1Z1 CIN: U22110KL1999PTC0557219

MP/PER/223

25.08.2021

Vivek V Nair,  
Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

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 01.09.2021, subject to the following terms and conditions:

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AGM [P & A]



MW/HR/109

27.08.2021

Abhimanyu Anil  
Mangalam College of Engineering  
Ettumanoor  
Kottayam

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 01.09.2021, subject to the following terms and conditions:

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AGM [HR]



MW/HR/110

27.08.2021

Abhishek Subhash  
Mangalam College of Engineering  
Ettumanoor  
Kottayam

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 01.09.2021, subject to the following terms and conditions:

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AGM (HR)



MW/HR/111

27.08.2021

Adarsh P Vijay  
Mangalam College of Engineering  
Ettumanoor  
Kottayam

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 01.09.2021, subject to the following terms and conditions:

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AGM/HR



MW/HR/112

27.08.2021

Afin S  
Mangalam College of Engineering  
Ettumanoor  
Kottayam

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AGM [HR]



MW/HR/113

27.08.2021

Anandu Shaji  
Mangalam College of Engineering  
Ettumanoor  
Kottayam

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AGM [HR]



MW/HR/114

27.08.2021

Bibin Benny  
Mangalam College of Engineering  
Ettumanoor  
Kottayam

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 01.09.2021, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 12,000/- (Rupees Twelve 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 [HR]





27.08.2021

MW/HR/115

Bibin Charles  
Mangalam College of Engineering  
Ettumanoor  
Kottayam

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 01.09.2021, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 12,000/- (Rupees Twelve 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 (HR)

# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

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

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Dear  
ANANDA KRISHNAN U B,

Date: 09/08/2021

## 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 **07/09/2021** 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 192000/- 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)

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To  
ANEETA K RAJAN

Date: 09/08/2021

## 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 **01/09/2021** 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.

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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)

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To  
JEFFIN JAMES,

Date: 09/08/2021

## 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 **01/09/2021** 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.

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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)

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To  
SAM S REJIMON,

Date: 09/08/2021

## 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 **01/09/2021** 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 192000/- 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)

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Dear  
VITHUN LAL,

Date: 09/08/2021

## 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 **07/09/2021** 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.

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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)

