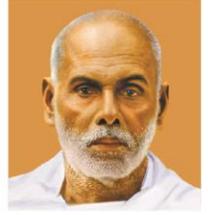


# **Sree Narayana Guru College of Engineering & Technology**

CHALAKKODE P.O., KOROM, PAYYANUR, KANNUR-670 307



**COPY OF APPOINTMENT LETTERS**



# Aarbee Structures Pvt. Ltd.

Structural Steel Designers & Detailers

CIN: U74210KA2005PTC038409

RBS/HR/20230522/503  
22 May 2023

To  
Ashaya Ramesh,  
Pandaravalappil House,  
Eripuram Chengal, Payangadi Post,  
Kannur, Kerala.

**Subject: Offer Letter for the post of Trainee Detailing Engineer.**

Dear Ashaya Ramesh,

Congratulations! Further to your Interview and Subsequent selection process we are delighted to offer you the role of **Trainee Detailing Engineer**. You are expected to join duty on **Monday, 17<sup>th</sup> July 2023**.

**Remuneration**

You will be paid a stipend of **INR. 19000/- (Rupees Nineteen thousand only)** per month which includes PF and ESI benefits.

**Reporting:**

You will be reporting to Project Leader or whomsoever management nominates. You will be based in the **Bangalore office** of the Company, i.e. **Aarbee Structures Pvt. Ltd., #176, 1<sup>st</sup> floor, Adarsh Eco Place, EPIP Zone II, Whitefield Bangalore - 560066**. The Company shall further be entitled to change the location of the place of work.

**Probation:**

You will be on probation for a period of nine (9) months from the date of your joining, on successful completion of probation, your employment with the company will stand confirmed subject to the terms and conditions as per the Company policies.

On your joining date, you are expected to sign "Bond" for Three (3) years including 9 months of training to ensure the employment with us in case of confirmation. One of your parents should come along with you in order to sign the "Bond" on the date of Joining.

Please note that the increment / incentive / appraisal are not on automatic basis and it will be decided by the management according to your performance.

Your date of Joining will be intimated to you through a separate letter/mail, after your final semester examinations.

You are requested to submit copy of all your qualification documents, Address proof and PAN card on the date of joining. You are also requested to bring along all the original documents for verification purpose.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. We request you to carry a signed copy of the offer letter on the day of your joining as token of your acceptance.

Welcome to Aarbee Structures Pvt. Ltd.

We wish you a long, rewarding and fulfilling career.

Yours sincerely,  
For Aarbee Structures Pvt. Ltd.

  
Honey Mathew  
Deputy General Manager





**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYANUR, KANNUR





Dear Veena, Aparnaraj, Sukanya, Adithyan, Sreehari,

Congratulations! We are pleased to appoint you as a DETAILER TRAINEE in Amerigo Structural Engineers Private Limited. You are requested to report at our Kerala office on 03rd of July 2023 at 10am.

Office address- AMERIGO STRUCTURAL ENGINEERS PVT LTD

SOUPARNIKA COMPLEX, ALUMMOODU JUNCTION,  
KURATTISSERIL VILLAGE, MANNAR, ALAPPUZHA  
PIN CODE - 689622

Please note that you will be required to bring along the following documents on your first day of work:

- Two passport size photographs
- Original and photocopy of your 10<sup>th</sup> certificate and Diploma certificate
- Your original Aadhaar card and PAN card (It must be interlinked)

Kindly note the nearest railway station to our office is Chengannur Railway Station. We are located approximately at a distance of 10km from this railway station, and you can take an auto or taxi from the station to reach our office. You may plan your travel accordingly.

Please feel free to reach out to us if you have any questions or concerns regarding your joining process.

We are excited to have you join our team, and we look

**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

Subject: Internship at Maverixpro Ltd - Authorization Letter

?

Careers Maverix <career@maverixpro.com>

Tue, Jun  
27,  
11:41 AM

to hryshikapradeep, placement, HR Maverix

## You are viewing an attached message.

**Sree Narayana Guru College of Engineering & Technology Mail can't verify the authenticity of attached messages.**

Dear Hrishika,

We are pleased to offer an Internship at Maverixpro Ltd for the position of IT Intern. We were very impressed with your candidacy and believe you will be a valuable addition to our team.

Please find the attached Authorization Letter with roles and responsibilities (but not limited to) for your reference. You may accept the Authorization letter and please sign and send a scanned copy to us. Along with the acceptance letter attach photos of your Aadhar card (both sides), Pancard, and Bank proof (passbook/ chequebook).

Please let us know if you have any questions or need any clarification.

--

**Warm  
Regards,**

**Megha J R  
HR Assistant**

**MaverixPro Ltd.**

**M : +91 85898 03369**

**E : [hrrsupport@maverixpro.com](mailto:hrrsupport@maverixpro.com)**

**A : #1213, 2nd Floor, HiLite Business Park, Calicut,  
Kerala**

**[www.maverixpro.com](http://www.maverixpro.com) [LinkedIn](#) [Facebook](#) [Instagram](#)**

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR



**MAVERIXPRO LIMITED**

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961A1ZO

Authorization letter

20-Jun-2023

Name: Hryshika Pradeep

Intern Code: MI0054

College: Sree Narayana Guru College of Engineering.

We are pleased to authorize you to do Internship with MaverixPro Ltd effective from 7/15/2023 to 1/14/2024 ( 6 months).

Your reporting manager would be Muhammed Rafi P. Even though This is not a Full time / Temporary / Fixed term / Contract / Part time employment with a fixed salary, we expect you to utilize your daily working hours effectively so as to get the maximum benefit out of it. During this tenure, your conduct, behaviour, and skills would be analyzed and day-to-day work activities will be monitored and controlled if required. We recommend a formal dress code & pleasing attitude towards our employees, clients or prospects, students, parents, and organization. You will be provided with (no payment against the internship) a total amount of Rs.2500/month after the successful completion of the internship period which is 6 months. We insist you submit the Internship file/report for future reference. Company Policy and terms & conditions, which are described to you already and mutually agreed upon during the interview.

In case you decide to stop this internship before the said period, you shall submit a written letter (Mail or Letter) and return all tangible & non-tangible assets or material if any. No remuneration will be processed in such instances. If no response is received from you for 3 days continuously, we will consider that you have no interest in the work and automatic immediate cancellation of the authorization will be done without further notice or information.

The remuneration due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

Please submit copy of your Aadhar Card, PAN Card, Proof of Bank account a Passport size latest photograph, copy of education certificate before commencement of your internship. Please sign and accept the letter & send back to us on or before 23-06-2023

*Leena*

Dr. LEENA A V  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

1800 5727 369 , +91 9745 444 369

connect@maverixpro.com

2nd Floor, HiLITE City, HiLITE Business Park, Thodayad, Calicut, Kerala 673014



# MAVERIXPRO LIMITED

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961A1ZO

For

MaverixPro Ltd

Authorized Signatory

Jobin M F

HR Head

Name of Intern & Signature

In case you decide to stop this internship before the said period, you shall submit a written letter (Mail or letter) and return all tangible & non-tangible assets or materials and No remuneration will be processed in such instances. If no response is received from you for 3 days continuously, we will consider that you have no interest in the work and automatic immediate cancellation of the authorization will be done without further notice or information.

The remuneration due to you will be liable subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force at the time to time.

Successful completion of the internship period which is 6 months. We request you submit the internship report for future reference. Company Policy and terms & conditions, which are provided with (no payment against the internship) a total amount of Rs.2500/month after the towards our employees, clients or prospects, students, parents, and organization. You will be failure your conduct, behaviour, and skills would be analyzed and day-to-day work activities will utilize your daily working hours effectively so as to get the maximum benefit out of it. During the Temporary / Fixed term / Contract / Part time employment with a fixed salary, we expect you to Your reporting manager would be informed that it is not a Full time /

**Dr. LEENA A V**  
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PAYYANUR, KANNUR

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connect@maverixpro.com



# MAVERIXPRO LIMITED

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961A1ZO

## Acknowledgment by Intern:

I, Hryshika Pradeep, acknowledge and accept the internship position for IT intern within IT department at MaverixPro Ltd. I am satisfied and agree to abide by the terms & conditions. I will devote my attention and abilities to the business of the organization. I will respect, obey and conform to all the regulations framed and issued by the Company from time to time. I understand that I am free to engage directly or indirectly in any other employment, which is not directly competitive with the Company and its services, conduct business or hold any office of profit or accept any other emoluments without the previous consent in writing of the Company and I promise not disclose the confidential Information shared under this authorization such as but not limited to: (a) any information related to marketing strategies, research data, system, business materials, operational planning, products/services pricing policies, vendors, Customers, pricing, product, technology, organizational policies, formats, salary, revenues, user information, software knowledge and all system documentation products, marketing strategies, plans, financial information, projections, operations, sales estimates, business plans, training information, existing or proposed bids, costs, client details and performance results relating to the past, present or future business activities of the organization; (b) plans for products or services, and customer or supplier lists; (c) any scientific or technical information, invention, design, process, procedure, formula, improvement, materials, technology or method; (d) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; (e) any other information that should reasonably be recognized as confidential information of the organization; and (f) any information generated by the Receiving Party or by its Representatives that contains, reflects, or is derived from any of the foregoing.

I, Hryshika Pradeep, have read and understood this letter of employment, company policy, rules and regulations, terms and conditions and IT Policy with all the matters referred to in them. I accept and agree to comply with all the matters referred to in them and failure to do so may result in disciplinary action against me including termination of Internship. Any research materials, inventions, discoveries, or products created during the internship will belong to the organization hosting the internship. Interns are expected to bring and utilize their own personal assets, including but not limited to laptops, mobile devices, and other necessary equipment, for the duration of the internship. The organization shall not be responsible for providing these assets to the interns. It is the intern's responsibility to ensure that their personal assets are in good working condition and suitable for the tasks and responsibilities assigned during the internship. The organization reserves the right to specify any technical requirements or standards that must be met by the interns' personal assets for compatibility with the organization's systems and networks. The interns shall be solely responsible for the maintenance, security, and backup of their personal assets, and any costs incurred in relation to their use. The organization shall not be liable for any loss, damage, or theft of the interns' personal assets during the internship period.

*Hryshika Pradeep*  
D. DEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

1800 5727 369 , +91 9745 444 369

connect@maverixpro.com



Name: Hryshika Pradeep

Signature:

**Internship Responsibilities:**

- The intern will be get trained in Java, Flutter, Angular and UI/UX.
- Develop and implement new software programs.
- Maintain and improve the performance of existing software.
- Clearly and regularly communicate with management and technical support colleagues.
- Design and update software database.
- Test and maintain software products to ensure strong functionality and optimization.
- Recommend improvements to existing software programs as necessary.

**Dr. LEENA A V**  
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SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR



1800 5727 369 , +91 9745 444 369



connect@maverixpro.com

Subject: Internship at Maverixpro Ltd - Authorization Letter

?

Careers Maverix <career@maverixpro.com>

Wed, Jun 7,  
12:33 PM

to thanyasparrow469, placement, HR Maverix

## You are viewing an attached message.

**Sree Narayana Guru College of Engineering & Technology Mail can't verify the authenticity of attached messages.**

Dear Thanya Mohan,

We are pleased to offer an Internship at Maverixpro Ltd for the position of IT Intern. We were very impressed with your candidacy and believe you will be a valuable addition to our team.

Please find the attached Authorization Letter with roles and responsibilities (but not limited to) for your reference. You may accept the Authorization letter and please sign and send a scanned copy to us ASAP.

Please let us know if you have any questions or need any clarification.

--  
**Warm  
Regards,**

**Megha J R  
HR Assistant**

**MaverixPro Ltd.**

**M : +91 85898 03369**

**E : [hrsupport@maverixpro.com](mailto:hrsupport@maverixpro.com)**

**A : #1213, 2nd Floor, HiLite Business Park, Calicut,  
Kerala**

**[www.maverixpro.com](http://www.maverixpro.com) [LinkedIn](#) [Facebook](#) [Instagram](#)**

**Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR**

**Authorization letter**

07-Jun-2023

Name: Thanya Mohan

Intern Code: MI0023

College: Sree Narayana Guru College of Engineering.

We are pleased to authorize you to do Internship with MaverixPro Ltd effective from 15-Jun-2023 to 14-Dec-2023(6 months).

Your reporting manager would be Muhammed Rafi P. Even though This is not a Full time / Temporary / Fixed term / Contract / Part time employment with fixed salary, we expect you to utilize your daily working hours effectively so as to get the maximum benefit out of it. During this tenure, your conduct, behaviour and skills would be analysed and day to day work activities will be monitored and controlled if required. We recommend a formal dress code & pleasing attitude towards our employees, clients or prospects, students, parents and organization. You will be provided with a total an amount of Rs. 2500/month after the successful completion of the internship period which is 6 months. We insist you to submit Internship file/report for future reference. Company Policy and terms & conditions, which is described to you already and mutually agreed during the interview.

In case you decide to stop this internship before the said period, you shall submit written letter (Mail or Letter) and return all tangible & non tangible assets or material if any. No remuneration will be processed in such instances. If no response received from you for 3 days continuously, we will consider that you have no-interest towards work and automatic immediate cancellation of authorization will be done without further notice or information.

The remuneration due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

Please submit copy of your Aadhar Card, PAN Card, Proof of Bank account a Passport size latest photograph, copy of education certificate before commencement of your internship. Please sign and accept the letter & send back to us on or before 08-06-2023



1800 5727 369 , +91 9745 444 369



connect@maverixpro.com

*Leena*  
DR. LEENA V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR



# MAVERIXPRO LIMITED

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961AIZO

For

MaverixPro Ltd

Authorized Signatory

Jobin M F

HR Head

Name of Intern & Signature

Your reporting manager would be Muhammad Rafiq. Even though this is not a full time / Temporary / Fixed term / Contract / Part time employment with fixed salary, we expect you to utilize your daily working hours effectively so as to get the maximum benefit out of it. During this period, your conduct, behaviour and skills would be assessed and day to day work activities will be monitored and controlled if required. We recommend a formal dress code & pleasing attire towards our employees, clients or prospects, students, parents and organization. You will be provided with a total amount of Rs. 2500/month after the successful completion of the internship period which is 6 months. We insist you to submit internship file/report for future reference. Company policy and terms & conditions which is attached to you already and mutually agreed during the interview.

In case you decide to stop the internship before the said period, you shall submit written letter (Mail or letter) and return all tangible & non tangible assets or material if any. No remuneration will be processed in such instances. If no response received from you for 3 days continuously, we will consider that you have no interest towards work and automate immediate cancellation of authorization will be done without further notice or information.

The remuneration due to you will be liable/subject to tax in accordance with the provisions of the Income tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

**Dr. LEENA A V**  
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SREE NARAYANA GURU COLLEGE OF  
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1800 5727 369 , +91 9745 444 369

connect@maverixpro.com



**MAVERIXPRO LIMITED**

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961A1ZO

Acknowledgement by Intern:

I, Thanya Mohan, acknowledge and accept the internship position for IT internship within IT department at MaverixPro Ltd. I am satisfied and agree to abide by the terms & conditions. I will devote my attention and abilities for the business of the organization. I will respect, obey and conform to all the regulations framed and issued by the Company from time to time. I understand that I am free to engage directly or indirectly in any other employment, which is not directly competitive with the Company and its services, conduct business or hold any office of profit or accept any other emoluments without the previous consent in writing of the Company and I promise not disclose the confidential Information shared under this authorization such as but not limited to: (a) any information related to marketing strategies, research data, system, business materials, operational planning, products/services pricing policies, vendors, Customers, pricing, product, technology, organizational policies, formats, salary, revenues, user information, software knowledge and all system documentation products, marketing strategies, plans, financial information, projections, operations, sales estimates, business plans, training information, existing or proposed bids, costs, client details and performance results relating to the past, present or future business activities of the organization; (b) plans for products or services, and customer or supplier lists; (c) any scientific or technical information, invention, design, process, procedure, formula, improvement, materials, technology or method; (d) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; (e) any other information that should reasonably be recognized as confidential information of the organization; and (f) any information generated by the Receiving Party or by its Representatives that contains, reflects, or is derived from any of the foregoing.

I, Thanya Mohan, have read and understood this letter of employment, company policy, rules and regulations, terms and conditions and IT Policy with all the matters referred to in them. I accept and agree to comply with all the matters referred to in them and failure to do so may result in disciplinary action against me including termination of Internship. Any research materials, inventions, discoveries, or products created during the internship will belong to the organization hosting the internship. Interns are expected to bring and utilize their own personal assets, including but not limited to laptops, mobile devices, and other necessary equipment, for the duration of the internship. The organization shall not be responsible for providing these assets to the interns. It is the intern's responsibility to ensure that their personal assets are in good working condition and suitable for the tasks and responsibilities assigned during the internship. The organization reserves the right to specify any technical requirements or standards that must be met by the interns' personal assets for compatibility with the organization's systems and networks. The interns shall be solely responsible for the maintenance, security, and backup of their personal assets, and any costs incurred in relation to their use. The organization shall not be liable for any loss, damage, or theft of the interns' personal assets during the internship period.

Table for any V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

1800 5727 369 , +91 9745 444 369

connect@maverixpro.com

2nd Floor, HILITE City, HILITE Business Park, Thodayad, Calicut, Kerala 673014



Name: Thanya Mohan

Signature:

**Internship Responsibilities:**

- The intern will be get trained in Java, Flutter, Angular and UI/UX.
- Develop and implement new software programs.
- Maintain and improve the performance of existing software.
- Clearly and regularly communicate with management and technical support colleagues.
- Design and update software database.
- Test and maintain software products to ensure strong functionality and optimization.
- Recommend improvements to existing software programs as necessary.

**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

Subject: Internship at Maverixpro Ltd - Authorization Letter



Careers Maverix <career@maverixpro.com>

Wed, Jun 21,  
1:14 PM

to Pallavi Swaroop, placement

## You are viewing an attached message.

Sree Narayana Guru College of Engineering & Technology Mail can't verify the authenticity of attached messages.

Dear Pallavi,

We are pleased to offer an Internship at Maverixpro Ltd for the position of Research Intern. We were very impressed with your candidacy and believe you will be a valuable addition to our team.

Please find the attached Authorization Letter with roles and responsibilities (but not limited to) for your reference. You may accept the Authorization letter and please sign and send a scanned copy to us. Along with the acceptance letter attach photos of your Aadhar card (both sides), Pancard, and Bank proof (passbook/ chequebook).

Please let us know if you have any questions or need any clarification.

--

**Warm  
Regards,**

**Megha J R  
HR Assistant**

**MaverixPro Ltd.**

**M : +91 85898 03369**

**E : [hrsupport@maverixpro.com](mailto:hrsupport@maverixpro.com)**

**A : #1213, 2nd Floor, HiLite Business Park, Calicut,  
Kerala**

**[www.maverixpro.com](http://www.maverixpro.com) [LinkedIn](#) [Facebook](#) [Instagram](#)**

P

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

**Authorization letter**

20-Jun-2023

Name: Pallavi Swaroop Kumar

Intern Code: MI0065

College: Sree Narayana Guru College of Engineering.

We are pleased to authorize you to do an Internship with MaverixPro Ltd effective from 7/15/2023 to 1/14/2024 (6 months).

Your reporting manager would be Muhammed Rashid K P. Even though This is not a Full time / Temporary / Fixed term / Contract / Part time employment with a fixed salary, we expect you to utilize your daily working hours effectively so as to get the maximum benefit out of it. During this tenure, your conduct, behaviour, and skills would be analyzed and day-to-day work activities will be monitored and controlled if required. We recommend a formal dress code & pleasing attitude towards our employees, clients or prospects, students, parents, and organization. You will be provided with (no payment against the internship) a total amount of Rs.2500/month after the successful completion of the internship period which is 6 months. We insist you submit the Internship file/report for future reference. Company Policy and terms & conditions, which are described to you already and mutually agreed upon during the interview.

In case you decide to stop this internship before the said period, you shall submit a written letter (Mail or Letter) and return all tangible & non-tangible assets or material if any. No remuneration will be processed in such instances. If no response is received from you for 3 days continuously, we will consider that you have no interest in the work and automatic immediate cancellation of authorization will be done without further notice or information.

The remuneration due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

Please submit a copy of your Aadhar Card, PAN Card, Proof of Bank account a Passport size latest photograph, copy of your education certificate before the commencement of your internship. Please sign and accept the letter & send it back to us on or before 23-06-2023

Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYANUR, KANNUR



# MAVERIXPRO LIMITED

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961AIZO

For

MaverixPro Ltd

Authorized Signatory

Jobin M F

HR Head

Name of Intern & Signature

We are pleased to authorize you to do an Internship with MaverixPro Ltd effective from 23/11/2024 (6 months) to 23/11/2024 (6 months). Your reporting manager would be Muzammil Rasheed K P. Even though this is not a full time / Temporary / Fixed term / Contract / Part time employment with a fixed salary, we expect you to utilize your daily working hours effectively so as to get the maximum benefit out of it. During the tenure, your conduct, behaviour, and skills would be analyzed and day-to-day work activities will be monitored and reported if required. We recommend a formal dress code & pleasing attire towards our clients or prospects, students, parents, and organization. You will be provided with (no payment against the internship) a total amount of ₹2500/month after the successful completion of the internship period which is 6 months. We shall you submit the Internship report for future reference. Company Policy and terms & conditions which are attached to you already and mutually agreed upon during the interview.

In case you decide to stop the internship before the said period, you shall submit a written letter (Mail or Letter) and return all tangible & non-tangible assets or material if any. No remuneration will be processed in such instances. If no response is received from you for 3 days continuously, we will consider that you have no interest in the work and automatic immediate cancellation of authorization will be done without further notice or intimation.

The remuneration due to you will be liable subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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PAYYANUR, KANNUR

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connect@maverixpro.com



**MAVERIXPRO LIMITED**

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961A1ZO

**Acknowledgment by Intern:**

I, Pallavi Swaroop Kumar, acknowledge and accept the internship position of Research Intern within the Research department at MaverixPro Ltd. I am satisfied and agree to abide by the terms & conditions. I will devote my attention and abilities to the business of the organization. I will respect, obey and conform to all the regulations framed and issued by the Company from time to time. I understand that I am free to engage directly or indirectly in any other employment, which is not directly competitive with the Company and its services, conduct business or hold any office of profit or accept any other emoluments without the previous consent in writing of the Company and I promise not disclose the confidential Information shared under this authorization such as but not limited to: (a) any information related to marketing strategies, research data, system, business materials, operational planning, products/services pricing policies, vendors, Customers, pricing, product, technology, organizational policies, formats, salary, revenues, user information, software knowledge and all system documentation products, marketing strategies, plans, financial information, projections, operations, sales estimates, business plans, training information, existing or proposed bids, costs, client details and performance results relating to the past, present or future business activities of the organization; (b) plans for products or services, and customer or supplier lists; (c) any scientific or technical information, invention, design, process, procedure, formula, improvement, materials, technology or method; (d) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; (e) any other information that should reasonably be recognized as confidential information of the organization; and (f) any information generated by the Receiving Party or by its Representatives that contains, reflects, or is derived from any of the foregoing.

I, Pallavi Swaroop Kumar, have read and understood this letter of employment, company policy, rules and regulations, terms and conditions and IT Policy with all the matters referred to in them. I accept and agree to comply with all the matters referred to in them and failure to do so may result in disciplinary action against me including termination of Internship. Any research materials, inventions, discoveries, or products created during the internship will belong to the organization hosting the internship. Interns are expected to bring and utilize their own personal assets, including but not limited to laptops, mobile devices, and other necessary equipment, for the duration of the internship. The organization shall not be responsible for providing these assets to the interns. It is the intern's responsibility to ensure that their personal assets are in good working condition and suitable for the tasks and responsibilities assigned during the internship. The organization reserves the right to specify any technical requirements or standards that must be met by the interns' personal assets for compatibility with the organization's systems and networks. The interns shall be solely responsible for the maintenance, security, and backup of their personal assets, and any costs incurred in relation to their use. The organization shall not be liable for any loss, damage, or theft of the interns' personal assets during the internship period.

**DR. BEENA A**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

1800 5727 369 , +91 9745 444 369

connect@maverixpro.com



Name: Pallavi Swaroop Kumar

Signature:

**Internship Responsibilities:**

- To Monitor various market movements and
- To Prepare market reports.
- To Prepare contents on topics relating different financial markets
- To undertake responsibility on supporting the research team
- To undertake responsibility on various projects of Maverix Pro group of companies.

**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

Subject: Internship at Maverixpro Ltd - Authorization Letter

?

Careers Maverix <career@maverixpro.com>

Wed, Jun  
21,  
1:17 PM

to Sidharth, placement, HR Maverix

**You are viewing an attached message.**

**Sree Narayana Guru College of Engineering & Technology Mail can't verify the authenticity of attached messages.**

Dear Sidharth,

We are pleased to offer an Internship at Maverixpro Ltd for the position of Graphic Designer Intern. We were very impressed with your candidacy and believe you will be a valuable addition to our team.

Please find the attached Authorization Letter with roles and responsibilities (but not limited to) for your reference. You may accept the Authorization letter and please sign and send a scanned copy to us. Along with the acceptance letter attach photos of your Aadhar card (both sides), Pancard, and Bank proof (passbook/ chequebook).

Please let us know if you have any questions or need any clarification.

--

**Warm  
Regards,**

**Megha J R  
HR Assistant**

**MaverixPro Ltd.**

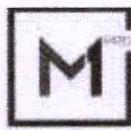
**M : +91 85898 03369**

**E : [hrrsupport@maverixpro.com](mailto:hrrsupport@maverixpro.com)**

**A : #1213, 2nd Floor, HiLite Business Park, Calicut,  
Kerala**

**[www.maverixpro.com](http://www.maverixpro.com) [LinkedIn](#) [Facebook](#) [Instagram](#)**

  
**Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR**



**MAVERIXPRO LIMITED**

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961A1ZO

Authorization letter

20-Jun-2023

Name: Sidharth

Intern Code: MI0068

College: Sree Narayana Guru College of Engineering.

We are pleased to authorize you to do Internship with MaverixPro Ltd effective from 7/15/2023 to 10/14/2024 (3 months).

Your reporting manager would be Arjun S. Even though This is not a Full time / Temporary / Fixed term / Contract / Part time employment with a fixed salary, we expect you to utilize your daily working hours effectively so as to get the maximum benefit out of it. During this tenure, your conduct, behaviour, and skills would be analyzed and day-to-day work activities will be monitored and controlled if required. We recommend a formal dress code & pleasing attitude towards our employees, clients or prospects, students, parents, and organization. You will be provided with (no payment against the internship) a total amount of Rs.2500/month after the successful completion of the internship period which is 3 months. We insist you submit the Internship file/report for future reference. Company Policy and terms & conditions, which are described to you already and mutually agreed upon during the interview.

In case you decide to stop this internship before the said period, you shall submit a written letter (Mail or Letter) and return all tangible & non-tangible assets or material if any. No remuneration will be processed in such instances. If no response is received from you for 3 days continuously, we will consider that you have no interest in the work and automatic immediate cancellation of authorization will be done without further notice or information.

The remuneration due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

Please submit a copy of your Aadhar Card, PAN Card, Proof of Bank account a Passport size latest photograph, copy of your education certificate before the commencement of your internship. Please sign and accept the letter & send it back to us on or before 23-06-2023

*Leena*

Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYANUR, KANNUR

1800 5727 369 , +91 9745 444 369

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# MAVERIXPRO LIMITED

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961A1ZO

For

MaverixPro Ltd

Authorized Signatory

Name of Intern & Signature

Jobin M F

HR Head

**Dr. LEENA A V**  
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

 1800 5727 369 , +91 9745 444 369

 [connect@maverixpro.com](mailto:connect@maverixpro.com)

2nd Floor, HiLITE City, HiLITE Business Park, Thodayad, Calicut, Kerala 673014



## Acknowledgment by Intern:

I, Sidharth, acknowledge and accept the internship position of Graphic Designer Intern within the department at MaverixPro Ltd. I am satisfied and agree to abide by the terms & conditions. I will devote my attention and abilities to the business of the organization. I will respect, obey and conform to all the regulations framed and issued by the Company from time to time. I understand that I am free to engage directly or indirectly in any other employment, which is not directly competitive with the Company and its services, conduct business or hold any office of profit or accept any other emoluments without the previous consent in writing of the Company and I promise not disclose the confidential Information shared under this authorization such as but not limited to: (a) any information related to marketing strategies, research data, system, business materials, operational planning, products/services pricing policies, vendors, Customers, pricing, product, technology, organizational policies, formats, salary, revenues, user information, software knowledge and all system documentation products, marketing strategies, plans, financial information, projections, operations, sales estimates, business plans, training information, existing or proposed bids, costs, client details and performance results relating to the past, present or future business activities of the organization; (b) plans for products or services, and customer or supplier lists; (c) any scientific or technical information, invention, design, process, procedure, formula, improvement, materials, technology or method; (d) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; (e) any other information that should reasonably be recognized as confidential information of the organization; and (f) any information generated by the Receiving Party or by its Representatives that contains, reflects, or is derived from any of the foregoing.

I, Sidharth, have read and understood this letter of employment, company policy, rules and regulations, terms and conditions and IT Policy with all the matters referred to in them. I accept and agree to comply with all the matters referred to in them and failure to do so may result in disciplinary action against me including termination of Internship. Any research materials, inventions, discoveries, or products created during the internship will belong to the organization hosting the internship. Interns are expected to bring and utilize their own personal assets, including but not limited to laptops, mobile devices, and other necessary equipment, for the duration of the internship. The organization shall not be responsible for providing these assets to the interns. It is the intern's responsibility to ensure that their personal assets are in good working condition and suitable for the tasks and responsibilities assigned during the internship. The organization reserves the right to specify any technical requirements or standards that must be met by the interns' personal assets for compatibility with the organization's systems and networks. The interns shall be solely responsible for the maintenance, security, and backup of their personal assets, and any costs incurred in relation to their use. The organization shall not be liable for any loss, damage, or theft of the interns' personal assets during the internship period.

DR. JEDITHYAN  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR



**MAVERIXPRO LIMITED**

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961A1ZO

Name: Sidharth

Signature:

Internship Responsibilities:

Conceptualizing and developing design ideas, concepts, and artwork that effectively communicates the desired message.

Creating designs that are visually appealing, easy to understand, and convey the intended message to the target audience.

Developing designs that are consistent with the company's branding guidelines and style guide.

Managing multiple design projects and ensuring that they are completed on time and within budget.

Keeping up-to-date with industry trends and new design software and tools.

Preparing and presenting design proposals to clients or stakeholders.

Preparing final designs for production, ensuring that designs meet technical specifications for print or digital media.

Ensuring that all design work is done within legal and ethical guidelines.

**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR



1800 5727 369 , +91 9745 444 369



connect@maverixpro.com

## Fwd: Internship at Maverixpro Ltd - Authorization Letter

Inbox

Search for all messages with label Inbox

Remove label Inbox from this conversation



Placement Officer SNGCET <placement@sngcet.ac.in>

2:52 PM (2  
minutes ago)

to me

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

From: **UV Vaishnav** <vyshnavpramod10@gmail.com>

Date: Thu, Jun 22, 2023 at 9:50 PM

Subject: Re: Internship at Maverixpro Ltd - Authorization Letter

To: Careers Maverix <career@maverixpro.com>

Cc: <placement@sngcet.org>

I accept the offer.

On Wed, 21 Jun 2023 at 13:09, Careers Maverix <career@maverixpro.com> wrote:

Dear Vaishnav,

We are pleased to offer an Internship at Maverixpro Ltd for the position of IT Intern. We were very impressed with your candidacy and believe you will be a valuable addition to our team.

Please find the attached Authorization Letter with roles and responsibilities (but not limited to) for your reference. You may accept the Authorization letter and please sign and send a scanned copy to us. Along with the acceptance letter attach photos of your Aadhar card (both sides), Pancard, and Bank proof (passbook/ chequebook).

Please let us know if you have any questions or need any clarification.

--

**Warm  
Regards,**

**Megha J R  
HR Assistant**

**MaverixPro Ltd.**

**M : +91 85898 03369**

**E : [hrrsupport@maverixpro.com](mailto:hrrsupport@maverixpro.com)**

**A : #1213, 2nd Floor, HiLite Business Park, Calicut, Kerala**

**[www.maverixpro.com](http://www.maverixpro.com) [LinkedIn](#) [Facebook](#) [Instagram](#)**

**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

**Authorization letter**

20-Jun-2023

Name: UV VAISHNAV

Intern Code: MI0056

College: Sree Narayana Guru College of Engineering.

We are pleased to authorize you to do Internship with MaverixPro Ltd effective from 7/15/2023 to 1/14/2024 ( 6 months).

Your reporting manager would be Muhammed Rafi P. Even though This is not a Full time / Temporary / Fixed term / Contract / Part time employment with a fixed salary, we expect you to utilize your daily working hours effectively so as to get the maximum benefit out of it. During this tenure, your conduct, behaviour, and skills would be analyzed and day-to-day work activities will be monitored and controlled if required. We recommend a formal dress code & pleasing attitude towards our employees, clients or prospects, students, parents, and organization. You will be provided with (no payment against the internship) a total amount of Rs.2500/month after the successful completion of the internship period which is 6 months. We insist you submit the Internship file/report for future reference. Company Policy and terms & conditions, which are described to you already and mutually agreed upon during the interview.

In case you decide to stop this internship before the said period, you shall submit a written letter (Mail or Letter) and return all tangible & non-tangible assets or material if any. No remuneration will be processed in such instances. If no response is received from you for 3 days continuously, we will consider that you have no interest in the work and automatic immediate cancellation of the authorization will be done without further notice or information.

The remuneration due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

Please submit copy of your Aadhar Card, PAN Card, Proof of Bank account a Passport size latest photograph, copy of education certificate before commencement of your internship. Please sign and accept the letter & send back to us on or before 23-06-2023

1800 5727 369 , +91 9745 444 369



connect@maverixpro.com

*Keena*  
DILEEPA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR





# MAVERIXPRO LIMITED

Regd. Address: No 7/279 Podiyattuville Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961A1ZO

## Acknowledgment by Intern:

I, UV VAISHNAV, acknowledge and accept the Internship position for IT Intern within IT department at MaverixPro Ltd. I am satisfied and agree to abide by the terms & conditions. I will devote my attention and abilities to the business of the organization. I will respect, obey and conform to all the regulations framed and issued by the Company from time to time. I understand that I am free to engage directly or indirectly in any other employment, which is not directly competitive with the Company and its services, conduct business or hold any office of profit or accept any other emoluments without the previous consent in writing of the Company and I promise not disclose the confidential Information shared under this authorization such as but not limited to: (a) any Information related to marketing strategies, research data, system, business materials, operational planning, products/services pricing policies, vendors, Customers, pricing, product, technology, organizational policies, formats, salary, revenues, user Information, software knowledge and all system documentation products, marketing strategies, plans, financial information, projections, operations, sales estimates, business plans, training Information, existing or proposed bids, costs, client details and performance results relating to the past, present or future business activities of the organization; (b) plans for products or services, and customer or supplier lists; (c) any scientific or technical information, invention, design, process, procedure, formula, improvement, materials, technology or method; (d) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; (e) any other information that should reasonably be recognized as confidential information of the organization; and (f) any information generated by the Receiving Party or by its Representatives that contains, reflects, or is derived from any of the foregoing.

I, UV VAISHNAV, have read and understood this letter of employment, company policy, rules and regulations, terms and conditions and IT Policy with all the matters referred to in them. I accept and agree to comply with all the matters referred to in them and failure to do so may result in disciplinary action against me including termination of Internship. Any research materials, inventions, discoveries, or products created during the Internship will belong to the organization hosting the internship. Interns are expected to bring and utilize their own personal assets, including but not limited to laptops, mobile devices, and other necessary equipment, for the duration of the internship. The organization shall not be responsible for providing these assets to the interns. It is the intern's responsibility to ensure that their personal assets are in good working condition and suitable for the tasks and responsibilities assigned during the internship. The organization reserves the right to specify any technical requirements or standards that must be met by the interns' personal assets for compatibility with the organization's systems and networks. The interns shall be solely responsible for the maintenance, security, and backup of their personal assets, and any costs incurred in relation to their use. The organization shall not be liable for any loss, damage, or theft of the interns' personal assets during the internship period.

*Leena*  
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

1800 5727 369 , +91 9745 444 369

connect@maverixpro.com



Regd. Address: No 7/279 Podiyattuville Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

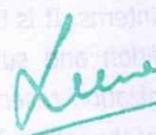
GST NO. 32AANCM4961A1Z0

Name: UV VAISHNAV

Signature: 

**Internship Responsibilities:**

- The intern will be get trained in Java, Flutter, Angular and UI/UX.
- Develop and implement new software programs.
- Maintain and improve the performance of existing software.
- Clearly and regularly communicate with management and technical support colleagues.
- Design and update software database.
- Test and maintain software products to ensure strong functionality and optimization.
- Recommend improvements to existing software programs as necessary.



**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

 1800 5727 369 , +91 9745 444 369

 connect@maverixpro.com

Subject: Internship at Maverixpro Ltd - Authorization Letter

?

Careers Maverix <career@maverixpro.com>

Wed, Jun  
21,  
1:09 PM

to sravanr107, placement

**You are viewing an attached message.**

**Sree Narayana Guru College of Engineering & Technology Mail can't verify the authenticity of attached messages.**

Dear Sravan R,

We are pleased to offer an Internship at Maverixpro Ltd for the position of IT Intern. We were very impressed with your candidacy and believe you will be a valuable addition to our team.

Please find the attached Authorization Letter with roles and responsibilities (but not limited to) for your reference. You may accept the Authorization letter and please sign and send a scanned copy to us. Along with the acceptance letter attach photos of your Aadhar card (both sides), Pancard, and Bank proof (passbook/ chequebook).

Please let us know if you have any questions or need any clarification.

--

**Warm  
Regards,**

**Megha J R  
HR Assistant**

**MaverixPro Ltd.**

**M : +91 85898 03369**

**E : [hrsupport@maverixpro.com](mailto:hrsupport@maverixpro.com)**

**A : #1213, 2nd Floor, HiLite Business Park, Calicut,  
Kerala**

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**Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR**



**MAVERIXPRO LIMITED**

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961A1ZO

Authorization letter

20-Jun-2023

Name: Sravan R

Intern Code: MI0055

College: Sree Narayana Guru College of Engineering.

We are pleased to authorize you to do Internship with MaverixPro Ltd effective from 7/15/2023 to 1/14/2024 ( 6 months).

Your reporting manager would be Muhammed Rafi P. Even though This is not a Full time / Temporary / Fixed term / Contract / Part time employment with a fixed salary, we expect you to utilize your daily working hours effectively so as to get the maximum benefit out of it. During this tenure, your conduct, behaviour, and skills would be analyzed and day-to-day work activities will be monitored and controlled if required. We recommend a formal dress code & pleasing attitude towards our employees, clients or prospects, students, parents, and organization. You will be provided with (no payment against the internship) a total amount of Rs.2500/month after the successful completion of the internship period which is 6 months. We insist you submit the Internship file/report for future reference. Company Policy and terms & conditions, which are described to you already and mutually agreed upon during the interview.

In case you decide to stop this internship before the said period, you shall submit a written letter (Mail or Letter) and return all tangible & non-tangible assets or material if any. No remuneration will be processed in such instances. If no response is received from you for 3 days continuously, we will consider that you have no interest in the work and automatic immediate cancellation of the authorization will be done without further notice or information.

The remuneration due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

Please submit copy of your Aadhar Card, PAN Card, Proof of Bank account a Passport size latest photograph, copy of education certificate before commencement of your internship. Please sign and accept the letter & send back to us on or before 23-06-2023

*Deena*  
DR. DEENA AN  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR



1800 5727 369 , +91 9745 444 369



connect@maverixpro.com



# MAVERIXPRO LIMITED

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961A1ZO

For

MaverixPro Ltd

Authorized Signatory

Jobin M F

HR Head

Name of Intern & Signature

We are pleased to authorize you to do Internship with MaverixPro Ltd effective from 1st July 2024 (6 months).

Your reporting manager would be Mr. M. S. Even though this is not a full time / Temporary / Fixed term / Contract / Part time employment with a fixed salary, we expect you to utilize your daily working hours effectively so as to get the maximum benefit out of it. During the tenure, your conduct, behaviour, and skills would be analyzed and day-to-day work activities will be monitored and controlled if required. We recommend a formal dress code & pleasing attitude towards our employees, clients or projects, students, parents, and organization. You will be provided with (no payment against the internship) a total amount of Rs.2500/month after the successful completion of the internship period which is 6 months. We trust you submit the internship literature for future reference. Company Policy and terms & conditions which are described to you already and mutually agreed upon during the interview.

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**Dr. LEENA A V**  
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 PAPPANUR, KANNUR

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## Acknowledgment by Intern:

I, Sravan R, acknowledge and accept the internship position for IT intern within IT department at MaverixPro Ltd. I am satisfied and agree to abide by the terms & conditions. I will devote my attention and abilities to the business of the organization. I will respect, obey and conform to all the regulations framed and issued by the Company from time to time. I understand that I am free to engage directly or indirectly in any other employment, which is not directly competitive with the Company and its services, conduct business or hold any office of profit or accept any other emoluments without the previous consent in writing of the Company and I promise not disclose the confidential Information shared under this authorization such as but not limited to: (a) any information related to marketing strategies, research data, system, business materials, operational planning, products/services pricing policies, vendors, Customers, pricing, product, technology, organizational policies, formats, salary, revenues, user information, software knowledge and all system documentation products, marketing strategies, plans, financial information, projections, operations, sales estimates, business plans, training information, existing or proposed bids, costs, client details and performance results relating to the past, present or future business activities of the organization; (b) plans for products or services, and customer or supplier lists; (c) any scientific or technical information, invention, design, process, procedure, formula, improvement, materials, technology or method; (d) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; (e) any other information that should reasonably be recognized as confidential information of the organization; and (f) any information generated by the Receiving Party or by its Representatives that contains, reflects, or is derived from any of the foregoing.

I, Sravan R, have read and understood this letter of employment, company policy, rules and regulations, terms and conditions and IT Policy with all the matters referred to in them. I accept and agree to comply with all the matters referred to in them and failure to do so may result in disciplinary action against me including termination of Internship. Any research materials, inventions, discoveries, or products created during the internship will belong to the organization hosting the internship. Interns are expected to bring and utilize their own personal assets, including but not limited to laptops, mobile devices, and other necessary equipment, for the duration of the internship. The organization shall not be responsible for providing these assets to the interns. It is the intern's responsibility to ensure that their personal assets are in good working condition and suitable for the tasks and responsibilities assigned during the internship. The organization reserves the right to specify any technical requirements or standards that must be met by the interns' personal assets for compatibility with the organization's systems and networks. The interns shall be solely responsible for the maintenance, security, and backup of their personal assets, and any costs incurred in relation to their use. The organization shall not be liable for any loss, damage, or theft of the interns' personal assets during the internship period.

*Deenaav*  
D DEENAAY  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR



Name: Sravan R

Signature:

**Internship Responsibilities:**

- The intern will be get trained in Java, Flutter, Angular and UI/UX.
- Develop and implement new software programs.
- Maintain and improve the performance of existing software.
- Clearly and regularly communicate with management and technical support colleagues.
- Design and update software database.
- Test and maintain software products to ensure strong functionality and optimization.
- Recommend improvements to existing software programs as necessary.

**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

Subject: Re: Internship at Maverixpro Ltd - Authorization Letter

?

Vishnu Rayaroth <vishnurayaroth405@gmail.com>

Thu, Jun  
22,  
6:32 PM

to Careers Maverix, placement, HR Maverix

**You are viewing an attached message.**

**Sree Narayana Guru College of Engineering & Technology Mail can't verify the authenticity of attached messages.**

I accept the offer.

On Wed, 21 Jun, 2023, 1:10 pm Careers Maverix, <career@maverixpro.com> wrote:  
Dear Vishnu,

We are pleased to offer an Internship at Maverixpro Ltd for the position of IT Intern. We were very impressed with your candidacy and believe you will be a valuable addition to our team.

Please find the attached Authorization Letter with roles and responsibilities (but not limited to) for your reference. You may accept the Authorization letter and please sign and send a scanned copy to us. Along with the acceptance letter attach photos of your Aadhar card (both sides), Pancard, and Bank proof (passbook/ chequebook).

Please let us know if you have any questions or need any clarification.

--

**Warm  
Regards,**

**Megha J R  
HR Assistant**

**MaverixPro Ltd.**

**M : +91 85898 03369**

**E : [hrsupport@maverixpro.com](mailto:hrsupport@maverixpro.com)**

**A : #1213, 2nd Floor, HiLite Business Park, Calicut,  
Kerala**

**[www.maverixpro.com](http://www.maverixpro.com) [LinkedIn](#) [Facebook](#) [Instagram](#)**

  
**Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR**



**MAVERIXPRO LIMITED**

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN  
CIN: U74999KL2020PLC062447 GST NO. 32AANCM4961A1ZO

**Authorization letter**

20-Jun-2023

Name: Vishnu R

Intern Code: MI0057

College: Sree Narayana Guru College of Engineering.

We are pleased to authorize you to do Internship with MaverixPro Ltd effective from 7/15/2023 to 1/14/2024 (6 months).

Your reporting manager would be Muhammed Rafi P. Even though This is not a Full time / Temporary / Fixed term / Contract / Part time employment with a fixed salary, we expect you to utilize your daily working hours effectively so as to get the maximum benefit out of it. During this tenure, your conduct, behaviour, and skills would be analyzed and day-to-day work activities will be monitored and controlled if required. We recommend a formal dress code & pleasing attitude towards our employees, clients or prospects, students, parents, and organization. You will be provided with (no payment against the internship) a total amount of Rs.2500/month after the successful completion of the internship period which is 6 months. We insist you submit the Internship file/report for future reference. Company Policy and terms & conditions, which are described to you already and mutually agreed upon during the interview.

In case you decide to stop this internship before the said period, you shall submit a written letter (Mail or Letter) and return all tangible & non-tangible assets or material if any. No remuneration will be processed in such instances. If no response is received from you for 3 days continuously, we will consider that you have no interest in the work and automatic immediate cancellation of the authorization will be done without further notice or information.

The remuneration due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

Please submit copy of your Aadhar Card, PAN Card, Proof of Bank account a Passport size latest photograph, copy of education certificate before commencement of your internship. Please sign and accept the letter & send back to us on or before 23-06-2023

1800 5727 369 , +91 9745 444 369

connect@maverixpro.com

*Leena*  
**DR. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY

2nd Floor, HILITE City, HILITE Business Park, Thondayad, Calicut, Kerala 673014  
www.maverixpro.com



# MAVERIXPRO LIMITED

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN  
CIN: U74999KL2020PLC062447 GST NO. 32AANCM4961A1ZO

For

MaverixPro Ltd

Authorized Signatory

Jobin M F

HR Head

Name of Intern & Signature

Vishnu-R

Your reporting manager would be Muhammed Rafiq. Even though this is not a full time /  
retainer / Fixed term / Contract / Part time employment with a fixed salary, we expect you to  
attend your daily working hours effectively so as to get the maximum benefit out of it. During the  
course of your conduct, behaviour, and skills would be analyzed and day-to-day work activities will  
be monitored and controlled if required. We recommend a formal dress code & pleasing attitude  
towards our employees, clients or prospects, students, parents, and organization. You will be  
provided with (no payment against the internship) a total amount of Rs.2500/month for the  
successful completion of the internship period which is 6-months. We request you submit the  
internship feedback for future reference. Company policy and terms & conditions, which are  
described to you already and mutually agreed upon during the interview.

In case you decide to stop the internship before the said period, you shall submit a written letter  
(Email or hard copy) and return all tangible & non-tangible assets or material if any. No remuneration  
will be processed in such instances. If no response is received from you for 3 days continuously,  
we will consider that you have no interest in the work and automatic termination of the  
authorization will be done without further notice or intimation.

The remuneration due to you will be withhelded in full in accordance with the provisions of the  
Income Tax Act and rules made there under as also other applicable laws in force for the time being.

**Dr. LEENA A V**  
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# MAVERIXPRO LIMITED

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961A1ZO

## Acknowledgment by Intern:

I, Vishnu R, acknowledge and accept the internship position for IT intern within IT department at MaverixPro Ltd. I am satisfied and agree to abide by the terms & conditions. I will devote my attention and abilities to the business of the organization. I will respect, obey and conform to all the regulations framed and issued by the Company from time to time. I understand that I am free to engage directly or indirectly in any other employment, which is not directly competitive with the Company and its services, conduct business or hold any office of profit or accept any other emoluments without the previous consent in writing of the Company and I promise not disclose the confidential Information shared under this authorization such as but not limited to: (a) any information related to marketing strategies, research data, system, business materials, operational planning, products/services pricing policies, vendors, Customers, pricing, product, technology, organizational policies, formats, salary, revenues, user information, software knowledge and all system documentation products, marketing strategies, plans, financial information, projections, operations, sales estimates, business plans, training information, existing or proposed bids, costs, client details and performance results relating to the past, present or future business activities of the organization; (b) plans for products or services, and customer or supplier lists; (c) any scientific or technical information, invention, design, process, procedure, formula, improvement, materials, technology or method; (d) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; (e) any other information that should reasonably be recognized as confidential information of the organization; and (f) any information generated by the Receiving Party or by its Representatives that contains, reflects, or is derived from any of the foregoing.

I, Vishnu R, have read and understood this letter of employment, company policy, rules and regulations, terms and conditions and IT Policy with all the matters referred to in them. I accept and agree to comply with all the matters referred to in them and failure to do so may result in disciplinary action against me including termination of Internship. Any research materials, inventions, discoveries, or products created during the internship will belong to the organization hosting the internship. Interns are expected to bring and utilize their own personal assets, including but not limited to laptops, mobile devices, and other necessary equipment, for the duration of the internship. The organization shall not be responsible for providing these assets to the interns. It is the intern's responsibility to ensure that their personal assets are in good working condition and suitable for the tasks and responsibilities assigned during the internship. The organization reserves the right to specify any technical requirements or standards that must be met by the interns' personal assets for compatibility with the organization's systems and networks. The interns shall be solely responsible for the maintenance, security, and backup of their personal assets, and any costs incurred in relation to their use. The organization shall not be liable for any loss, damage, or theft of the interns' personal assets during the internship period.

*Dr. Leena A V*  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
KANNUR

1800 5727 369 , +91 9745 444 369

connect@maverixpro.com

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www.maverixpro.com



**MAVERIXPRO LIMITED**

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961A1ZO

Name: Vishnu R

Signature:

**Internship Responsibilities:**

- The intern will be get trained in Java, Flutter, Angular and UI/UX.
- Develop and implement new software programs.
- Maintain and improve the performance of existing software.
- Clearly and regularly communicate with management and technical support colleagues.
- Design and update software database.
- Test and maintain software products to ensure strong functionality and optimization.
- Recommend improvements to existing software programs as necessary.

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www.maverixpro.com



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**WINSPARK INNOVATIONS LEARNING PVT LTD.**  
Plot No. 76 D, Udyog Vihar Phase -4, Sector-18, Gurugram, Haryana-122001  
<http://www.planetspark.in>

**Letter of offer**

Date: 16/03/2023

To

**Ramritha Rajeevan**

Employee Code: PS16153

Dear Ramritha

Sub: Letter of offer

We are pleased to appoint you in our organization as a **Revenue Growth Associate** with effect from **17<sup>th</sup> March 2023**. You will be working from home.

Your overall training period is for 4 weeks. The training period is divided into two

1. Class room training period for 2 weeks.
2. On job training period till the time you hit 50K revenue and that revenue should reflect in our revenue dashboard

During training period, you would receive a gross of **INR 10000/- (PF deduction applicable)** per month which can be extended if needed. During this period the mentioned targets has to be achieved to get the License to sell and move into the core sales team.

Eligibility to receive training stipend

1. Training compensation (i.e., 10,000/-) will only be provided if you successfully clear at least 5 mock sessions during CRT phase i.e., a score will be provided at the end of 5 mocks and the minimum criteria should be met.
2. Training compensation will only be applicable if the you take at least 6 Video Calls in the OJT phase

  
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SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

3. Also, the trainee will be eligible to receive the stipend only if they have **95% of daily attendance in office** and should have completed **one whole month** in the system.

Post successful achievement of 50K revenue in the Revenue Dashboard you'll be eligible for the gross emoluments and incentives detailed in Annexure – A. During probation period if you are unable to clear the training on given targets the probation shall be discontinued anytime.

Your employment with us posts the training clearance will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

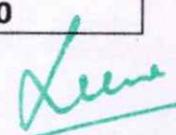
We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

#### Annexure – A

#### Emoluments can be bifurcated as under:

	Compensation after LTS	
	Monthly	Annual
Basic	10725	128700
HRA	10725	128700
<b>Monthly Gross</b>	<b>21450</b>	<b>257400</b>
Employer PF	1800	21600
<b>Total Fixed</b>	<b>23250</b>	<b>279000</b>
Variable (At Target) @5%	20000	240000
<b>Total Compensation</b>	<b>43250</b>	<b>519000</b>

Employee PF deductions applicable in monthly gross.

  
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PAYYANUR, KANNUR

## Annexure – B

### 1. **Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

### 2. **Probation**

You will be in probation period of one month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary/stipend will be processed as FNF after 90 days based on eligibility

### 3. **Nature of Work:**

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Trainee** will be assigned and explained to you from time to time.

### 4. **Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

### 5. **Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

### 6. **Secrecy/Confidentiality:**

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

  
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**7. Annual Leave:**

You will be entitled to 4 annual leaves for every completed quarter at the company and 7 medical leaves applicable for the core team permanent employees.

**8. Termination of Service:**

Either party can terminate this employment by serving a notice of 3 days/without notice on the other. The Full and Final settlement will be processed after 90 days from the last working date.

**9. Appointment in Good Faith:**

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

Subject: Internship at Maverixpro Ltd - Authorization Letter

?

Careers Maverix <career@maverixpro.com>

Wed, Jun  
21,  
1:18 PM

to Arjun Aju, placement

## You are viewing an attached message.

**Sree Narayana Guru College of Engineering & Technology Mail can't verify the authenticity of attached messages.**

Dear Arjun,

We are pleased to offer an Internship at Maverixpro Ltd for the position of Cinematography Intern. We were very impressed with your candidacy and believe you will be a valuable addition to our team.

Please find the attached Authorization Letter with roles and responsibilities (but not limited to) for your reference. You may accept the Authorization letter and please sign and send a scanned copy to us. Along with the acceptance letter attach photos of your Aadhar card (both sides), Pancard, and Bank proof (passbook/ chequebook).

Please let us know if you have any questions or need any clarification.

---  
**Warm  
Regards,**

**Megha J R  
HR Assistant**

**MaverixPro Ltd.**

**M : +91 85898 03369**

**E : [hrrsupport@maverixpro.com](mailto:hrrsupport@maverixpro.com)**

**A : #1213, 2nd Floor, HiLite Business Park, Calicut,  
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**[www.maverixpro.com](http://www.maverixpro.com) [LinkedIn](#) [Facebook](#) [Instagram](#)**

  
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**MAVERIXPRO LIMITED**

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961A1ZO

Authorization letter

20-Jun-2023

Name: Arjun Ashok k

Intern Code: MI0070

College: Sree Narayana Guru College of Engineering.

We are pleased to authorize you to do Internship with MaverixPro Ltd effective from 7/15/2023 to 10/14/2024 (3 months).

Your reporting manager would be Arjun S. Even though This is not a Full time / Temporary / Fixed term / Contract / Part time employment with a fixed salary, we expect you to utilize your daily working hours effectively so as to get the maximum benefit out of it. During this tenure, your conduct, behaviour, and skills would be analyzed and day-to-day work activities will be monitored and controlled if required. We recommend a formal dress code & pleasing attitude towards our employees, clients or prospects, students, parents, and organization. You will be provided with (no payment against the internship) a total amount of Rs.2500/month after the successful completion of the internship period which is 3 months. We insist you submit the Internship file/report for future reference. Company Policy and terms & conditions, which are described to you already and mutually agreed upon during the interview.

In case you decide to stop this internship before the said period, you shall submit a written letter (Mail or Letter) and return all tangible & non-tangible assets or material if any. No remuneration will be processed in such instances. If no response is received from you for 3 days continuously, we will consider that you have no interest in the work and automatic immediate cancellation of authorization will be done without further notice or information.

The remuneration due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

Please submit a copy of your Aadhar Card, PAN Card, Proof of Bank account a Passport size latest photograph, copy of your education certificate before the commencement of your internship. Please sign and accept the letter & send it back to us on or before 23-06-2023



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connect@maverixpro.com  
Dr. LEENA A V  
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SREE NARAYANA GURU COLLEGE OF  
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PAYYANUR, KANNUR



# MAVERIXPRO LIMITED

Regd. Address: No 7/279 Podiyattuvila Valakom P.O, Kottarakkara Kollam KL 691532 IN

CIN: U74999KL2020PLC062447

GST NO. 32AANCM4961AIZO

For

MaverixPro Ltd

Authorized Signatory

Jobin M F

HR Head

Name of Intern & Signature

We are pleased to authorize you to do Internship with MaverixPro Ltd effective from 10/11/2024 (3 months) at Sree Narayana Guru College of Engineering. Your reporting manager would be Ajun S. Even though this is not a Full time / Temporary / Fixed Term / Contract / Part time employment with a fixed salary, we expect you to utilize your daily working hours effectively so as to get the maximum benefit out of it. During this tenure, your conduct, behaviour, and skills would be analyzed and day-to-day work activities will be monitored and controlled if required. We recommend a formal dress code & pleasing attitude towards our employees, clients or prospects, students, parents, and organization. You will be provided with (no payment against the internship) a total amount of Rs.2500/month after the successful completion of the internship period which is 3 months. We trust you submit the internship report for future reference. Company Policy and terms & conditions, which are described to you already and mutually agreed upon during the interview.

In case you decide to stop the internship before the said period, you shall submit a written letter (Mail or letter) and return all tangible & non-tangible assets or material if any. The remuneration will be processed in such instances. If no response is received from you for 3 days continuously, we will consider that you have no interest in the work and automatic immediate cancellation of authorization will be done without further notice or information.

The remuneration due to you will be liable subject to tax in accordance with the provisions of the Income Tax Act and rules made there under as also other applicable laws, if any, as may be in force at the time.

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**Acknowledgment by Intern:**

I, Arjun Ashok k, acknowledge and accept the internship position of Cinematography Intern within the Creative department at MaverixPro Ltd. I am satisfied and agree to abide by the terms & conditions. I will devote my attention and abilities to the business of the organization. I will respect, obey and conform to all the regulations framed and issued by the Company from time to time. I understand that I am free to engage directly or indirectly in any other employment, which is not directly competitive with the Company and its services, conduct business or hold any office of profit or accept any other emoluments without the previous consent in writing of the Company and I promise not disclose the confidential Information shared under this authorization such as but not limited to: (a) any information related to marketing strategies, research data, system, business materials, operational planning, products/services pricing policies, vendors, Customers, pricing, product, technology, organizational policies, formats, salary, revenues, user information, software knowledge and all system documentation products, marketing strategies, plans, financial information, projections, operations, sales estimates, business plans, training information, existing or proposed bids, costs, client details and performance results relating to the past, present or future business activities of the organization; (b) plans for products or services, and customer or supplier lists; (c) any scientific or technical information, invention, design, process, procedure, formula, improvement, materials, technology or method; (d) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; (e) any other information that should reasonably be recognized as confidential information of the organization; and (f) any information generated by the Receiving Party or by its Representatives that contains, reflects, or is derived from any of the foregoing.

I, Arjun Ashok k, have read and understood this letter of employment, company policy, rules and regulations, terms and conditions and IT Policy with all the matters referred to in them. I accept and agree to comply with all the matters referred to in them and failure to do so may result in disciplinary action against me including termination of Internship. Any research materials, inventions, discoveries, or products created during the internship will belong to the organization hosting the internship. Interns are expected to bring and utilize their own personal assets, including but not limited to laptops, mobile devices, and other necessary equipment, for the duration of the internship. The organization shall not be responsible for providing these assets to the interns. It is the intern's responsibility to ensure that their personal assets are in good working condition and suitable for the tasks and responsibilities assigned during the internship. The organization reserves the right to specify any technical requirements or standards that must be met by the interns' personal assets for compatibility with the organization's systems and networks. The interns shall be solely responsible for the maintenance, security, and backup of their personal assets, and any costs incurred in relation to their use. The organization shall not be liable for any loss, damage, or theft of the interns' personal assets during the internship period.



Name: Arjun Ashok k

Signature:

**Internship Responsibilities:**

Create and develop the story & script & analyse the script and story structure to make a visual approach.

Establishes the camera setup for every shot & Shoot videos and images.

Determines the lighting for every scene & Explores the potential of every location.

Elevates the vision of the director.

Co-ordination of all activities among team members.

Gather and transfer all forms of media into editing software and ensure each was updated in the correct format.

Deciding on an equipment List required as per the script and finalizing visual treatment as discussed and approved.

Establish a clear understanding of the storyline and purpose of the video's creation.

Improve video and sound quality using various video software.

Edit video to include pre-selected music, interviews, sound clips and other important aspects of the project.

Ensure the correct formatting and presentation for finalized videos according to client's specifications.

**Dr. LEENA A V**  
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR



# DATA MINE LABS

DATA DRIVES

Ref: DML\_2023\_078

04<sup>th</sup> September 2023

**Parvathi K**

Parambath House, Irinavu P O, Cherukunnu,  
Kannur, Kerala-670301

Dear **Ms. Parvathi K**

Congratulations! We are delighted to make you an offer as **Trainee Business Consultant** at **Data Mine Labs Pvt Ltd.**

Here are the terms and conditions of our offer:

## Joining

Your scheduled date of employment with us will be on or before **04<sup>th</sup> September 2023.**

## Location

Employee is primarily placed in Cochin and can be shifted to any other locations by Data Mine Labs Pvt. Ltd as and when required.

## Job Description

Employee shall be responsible for performing the duties as described in **Annexure II.** Employee agrees that he will serve the Company faithfully and to the best of his ability during the term of employment, under the direction of the Board of Directors of the Company.

## Hours of Work

you will observe the working hours and holidays as followed by the department and location to which you are assigned.

## Probation

You will be on probation for a period of six (6) months. On successful completion of your probation, you will be confirmed as a permanent employee. The period of probation can be extended at the discretion of the Management, and you will continue to be on probation till a letter of confirmation has been issued in writing

**Dr. LEENA A V**  
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SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

14/669, Mavelipuram Colony, Kakkanad, Near Recca Club, Ernakulam, Kerala  
+ 91 9074856313 touchbase@samcorporate.com [www.dataminelabs.com](http://www.dataminelabs.com)  
CIN: U72900KL2020PTC061647, GSTIN: 32AAHCD6757B1ZV



# DATA MINE LABS

DATA DRIVES

## Leave/Holidays

The employee will be entitled to a total 12 Days of Casual Leave and 12 days of Earned leaves as per the Company Policy. The employee is also entitled to 12 days of sick leave during a calendar year. However, SLs are sanctioned only on presenting valid medical certificates matching the duration of the absence.

## Dress Code

Employees must always present a clean, professional appearance. Business casual attire is the standard dress code for regular workdays. Meetings and conferences may require a more formal dress code than regular workdays. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear. Clothing with offensive or inappropriate designs or stamps are not allowed. Obviously, a professional appearance is especially important.

## Travel

Employee will be required to travel to client locations as and when required. Expenses for the same will be reimbursed against actuals.

## COMPENSATION AND BENEFITS

Your monthly CTC would be **INR 10,000/-**. On successful completion of training your annual CTC will be INR 1,80,000/-.

During the initial training period, which spans between 2 to 5 months, your monthly CTC will be INR 10,000. You are also eligible for a training incentive of INR 5000 / Month during your training period. This training incentive accumulated during the training period will be disbursed as a one-time retention bonus, alongside your salary, once you have successfully completed your training. Post successful completion of your training, your monthly CTC will be revised to INR 15000.

You are entitled to ESIC and EPFO as per the ESIC and EPF Acts.

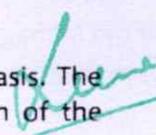
The break-up of your salary has been provided in **Annexure- I**

## Basic Salary

You will be eligible for a basic salary of **INR 5,000/-** (Five Thousand only) per month.

## Bouquet of Benefits (BoB)

Bouquet of Benefits offers you several components which 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 the pre-defined structure.

  
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## 1. House Rent Allowance (HRA)

Your HRA will be **INR 2,000/-** per month.

## 2. Statutory Bonus

You will be eligible for a monthly Statutory Bonus of **INR 417 -/-**.

## 3. Special Allowance

Special allowance is considered part of the gross salary and you are eligible for a monthly special allowance of **INR 1,983/-**.

The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to the employee after the deduction of Professional Tax, Income Tax, and any other taxes levied by the Indian government from time to time. The annual fixed compensation will be paid to the employee monthly in arrears. It is a condition of your service that the employee shall abide by the Firm's policy maintaining the strictest confidentiality of the employee's compensation information and not disclose such information to any other person within or outside of the Firm.

## OTHER BENEFITS

- Group Insurance:** Employee will be eligible for the group insurance policy opted by the Firm corresponding to the timeline of joining the Firm and category of employment upon successful completion of probation confirmation.
- Maternity Leave:** Female employees working with **Data Mine Labs Pvt. Ltd** for 90 days continuously for the past one year preceding the date of expected delivery, will be eligible to avail maternity leave of 26 weeks as per the Maternity Amendment Bill 2017.
- Provident Fund and Gratuity Plans:** The employee will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972, and Employees' Provident Fund Act, 1952.

## Assets

The employee agrees not to use any COMPANY equipment for private purposes, or to allow family members or friends access to that equipment. New joiners are expected to have Company specified equipment to start remote working. Only after completion of the probation period employee will be allowed to have company-owned equipment. The employee shall promptly return all Company owned equipment and data documents when required by the employee's supervisors. When using Company equipment or software, the employee agrees to follow all software licensing provisions agreed to by Company. The company may pursue recovery from the employee for any Company property deliberately

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or negligently damaged or destroyed while in the employee's care, custody, and control. Company is not responsible for private property used, lost, damaged, or destroyed. Company will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for telecommuting location.

## Employee Code of Conduct

The employee will comply with all company rules, policies, practices and instructions that would apply if the employee were working at the employer's work location. The employee will maintain satisfactory performance standards as expected by the Management.

## Internet and Power requirements

In case of Work from Home, employees must have a home internet connection with minimum of 100Mbps. It must be made sure that you have an alternate connection in case needed. Must have a power backup connected to the machine to avoid power supply issues.

## 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.

## Agreement

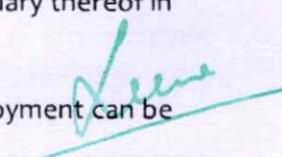
Our offer to you as **Trainee Business Consultant** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms, and conditions of your employment. You will be required to complete the formalities on the Service Agreement at the time of joining.

You will produce all the necessary documents at the time of joining. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## 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-week 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.

In the event you are involved in an act that constitutes misconduct, your probation/employment can be terminated by the Company with immediate effect without notice.

  
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## Dual Employment

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

## Discrimination and harassment

The Company respects the personal dignity, privacy, and personal rights of every employee and is committed to maintaining a workplace free from discrimination and harassment. Therefore, employees must not discriminate on the basis of origin, religion, race, gender, age or sexual orientation, or engage in any kind of verbal or physical harassment based on any of the above or any other reason. Employees who feel that their workplace does not comply with the above principles are encouraged to raise their concerns with the HR Department.

## Substance Abuse

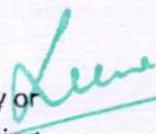
The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on the Company's property is prohibited. Being under the influence of medically illegal drugs, alcohol, or substances of abuse on the Company's property is prohibited. Working while under the influence of prescription drugs that impair performance is prohibited. Consistent with the rules listed above, any of the following actions constitutes a violation of the Company's policy on drugs and may subject an Employee to disciplinary action, up to and including immediate termination.

## Use of Information Technology

Electronic communication should not be used to solicit or sell products or services that are unrelated to the Company's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace. Using Company automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Use of company resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The Company will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

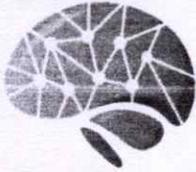
## Social media

Employees are strictly prohibited from sharing any intellectual property through social media formally or informally. Employees are not allowed to access their personal accounts at work. While posting

  
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employees should ensure others know that the employee's personal account or statements do not represent the Firm and avoid any defamatory, offensive or derogatory content. Employees are cautioned to avoid violating our anti-harassment policies or posting something that might make your collaboration with your colleagues more difficult (e.g. hate speech against groups where colleagues belong to). If you violate this policy inadvertently, you may receive a reprimand. We expect you to comply after that, or stricter disciplinary actions will apply.

## Background Checks

Your employment is subjected to Background Verification.

## Confidential Information

During your employment with the Company, you will devote your whole time, attention, and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part-time or pursue any course of study whatsoever, without the prior permission of the Company.

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

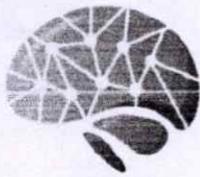
At no time, will you remove any Confidential Information from the office without permission. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

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## Separation and Other T&C

The Employee agrees that in the event of his/her leaving the Company before completion of 1.5 years, after confirmation of employment for any reason whatsoever, he/she shall be liable to pay to the Company compensation/damages calculated as follows and/ or reimburse all costs and expenses incurred in or connected with the training:

Any or all incurred costs by the Firm to on-board and complete training, for the number of months' the employee was under probation.

If termination is initiated by the employee before completing one year of service after probation completion the Firm reserves the right to recover from the employee the group insurance expenses.

If termination is initiated by the employee during the training period, he/she shall be liable to pay all of the training costs and expenses incurred in or connected with the training calculated on a pro-rata basis. Also, if the Group insurance was issued to the employee during the training period before probation confirmation, the Firm reserves the right to recover from the employee the group insurance expenses incurred in the event of early release as per this clause.

After the confirmation of the employees' service at the Firm and on successful completion of 1.5 years of service thereafter, the contract of employment is terminable by either the Firm or by the employee, by giving three months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from the employee, three month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.

If termination is initiated by the employee, the Firm may, at its discretion, relieve the employee from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of the notice period. During the notice period, however, the employee shall cooperate with the Firm in ensuring smooth and proper hand-over of the employee's responsibilities, failing which the Firm shall be authorized to withhold/forfeit the employees' dues.

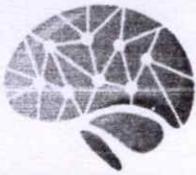
The Firm may also terminate/suspend the employees services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that the employee has committed any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or other acts that threatens or likely to damage Firm's reputation or (iv) Any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.

The Firm also expects that the employee voluntarily discloses details of any of the above acts to the Firm at the time of joining or during the employee's employment with the Firm, as applicable, based on which

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CIN: U172900KL2020PTC061647 GSTIN: 32AAHCD6757R17V



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the Firm may terminate/suspend the employees services at its discretion at any time immediately upon written notice to the employee.

## Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

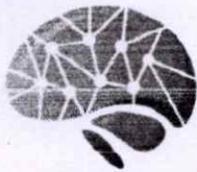
## Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of High Court of Kerala only.

You are required to bring the following documents, with a photocopy of each, at the time of joining.

1. Updated CV
2. Aadhaar
3. PAN card
4. Passport details with relevant pages (If available)
5. Relieving letter from the previous Employer
6. Bank Account details
7. Last three months' pay slips from the previous Employer
8. Experience certificates giving details of employment until the date of resignation from the previous employer(s)
9. Self-attested copies of Educational Certificates
10. Certifications, additional qualifications gained if any
11. Three color passport-size photographs (one soft copy of the same, with high resolution)

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## Acceptance of Joining

Please send an email confirming your acceptance. The original copy of this offer letter will be handed over to the employee on your joining day at office. We look forward to your joining our team for a long and successful association.

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

Yours sincerely,

**Dr. Sunil Kumar K**  
Director  
Data Mine Labs Pvt. Ltd.

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

Date:

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

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# DATA MINE LABS

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## ANNEXURE - I

This is your expected salary structure on employment confirmation

Components In Salary	Per Month (INR)	Annualized (INR)
Basic Salary	5,000.00	60,000.00
<b>Bouquet of Benefits (BoB)</b>		
HRA	2,000.00	24,000.00
Statutory Bonus	417.00	5,004.00
Special allowances	1,983.00	23,796.00
<b>Sub Total</b>	<b>9,400.00</b>	<b>1,12,800.00</b>
Company's Contribution to EPF (12% of Basic Pay)	600.00	7,200.00
<b>Sub Total</b>	<b>600.00</b>	<b>7,200.00</b>
<b>Cost To Company</b>	<b>10,000.00</b>	<b>1,20,000.00</b>

Deductions	Per Month
Employee contribution to PF (12% of Basic Pay)	600.00
Employee contribution to ESIC (0.75% of Gross Pay)	71.00
Professional Tax	120.00
<b>Total Deduction</b>	<b>791.00</b>

<b>In Hand Salary Per Month</b>	<b>8,609.00</b>
---------------------------------	-----------------

Note: Employer Contribution of ESIC is completely borne by the company.

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## ANNEXURE – II

### Job Description

Below are the responsibilities of a **Trainee Business Consultant** representing Data Mine Labs Pvt. Ltd.

- Implementation
- Support existing customers
- Product training for customers
- Supporting RFP, RFI, and pre-sales activities
- End-user documentation
- Consultancy around all the products represented by **Data Mine Labs Pvt. Ltd**

The above list is not exhaustive and can be amended and revised from time to time considering the need for expertise required at the given point of time.

I have read and agree with the terms stated in this Agreement, which supersedes and replaces all prior negotiations or agreements, whether written or oral. This agreement reflects in full and complete agreement between me and Data Mine Labs Pvt. Ltd. on the subject contained and referenced herein.

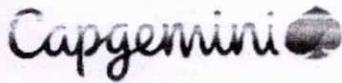
I accept the offer of employment at Data Mine Labs Pvt. Ltd. on the terms and conditions described above.

Signed on \_\_\_\_\_

Name :

Signature:

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

**Superset ID: 1587746**

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

Dear Pranoy Pramod,

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.

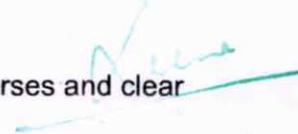
The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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

  
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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

This is a system-generated document and does not need a signature

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## ANNEXURE 1

### **Pranoy Pramod Analyst and A4**

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh 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.

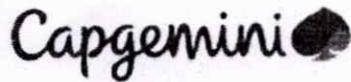
### **For & On Behalf of Caggemini**

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

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

  
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Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

**Superset ID: 1673737**

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

Dear Akshaya M K,

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

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

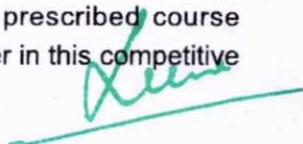
The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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

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

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

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

  
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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), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1673737**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1673737**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1673737**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYANUR, KANNUR

## ANNEXURE 1

**Akshaya M K**  
**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

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

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

**Date: 17-Dec-2021**

**C ATHIRA**

**Sree Narayana Guru College of Engineering and Technology**

**Appointment Offer: Software Engineer**

**Dear C ATHIRA,**

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 intimated after **June 2022**.

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

**ibsoftware**

**IBS Software Private Limited**  
Regd. Office: 521 – 524, Nila, Technopark Campus,  
Trivandrum 695581, Kerala, India.  
CIN: U72200KL2014FTC036668

Phone: +91 471 6614200, Fax: +91 471 2700078  
E-Mail: Corporateaffairs@ibsplc.com  
www.ibsplc.com

**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.

Compensation Details		Job Level: 3
I	Fixed Remuneration (A)	Amount in INR
Sl. No.	Component	Monthly
1.	Basic Pay	9,000
2.	HRA	3,600
3.	Special Allowance	12,000
4.	Food Vouchers	2,100
5.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	1,800
6.	<b>Monthly Gross Earnings (Fixed)</b>	<b>28,500</b>
II	<b>Variable Remuneration :- Annual Target Performance Incentive (B) *</b>	<b>18,000</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.

*Leena*  
**Dr. LEENA A V**  
 PRINCIPAL  
 SREE NARAYANA GURU COLLEGE OF  
 ENGINEERING & TECHNOLOGY  
 PAYYANUR, KANNUR

**ibsoftware**

**IBS Software Private Limited**  
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 Trivandrum 695581, Kerala, India.  
 CIN: U72200KL2014FTC036658

Phone: +91 471 6614200, Fax: +91 471 2700078  
 E-Mail: Corporateaffairs@ibsplc.com  
 www.ibsplc.com

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.

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PRINCIPAL  
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PAYYANUR, KANNUR

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**IBS Software Private Limited**  
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Trivandrum 695581, Kerala, India.  
CIN: U72200KL2014FTC036668

Phone: +91 471 6614200, Fax: +91 471 2700078  
E-Mail: Corporateaffairs@ibsplc.com  
www.ibsplc.com

## 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

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E-Mail: CorporateAffairs@ibspnc.com

**DR. LEENA AV**  
PRINCIPAL  
**SREE NARAYANA GURU COLLEGE OF**  
**ENGINEERING & TECHNOLOGY**  
PAYYANUR, KANNUR

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

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CIN: U72200KL2014FTC036668

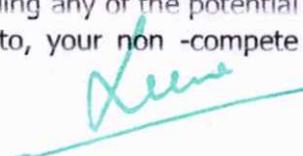
Phone: +91 471 6618200, Fax: +91 471 2700078  
E-Mail: Corporateaffairs@ibspc.com

SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

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-competitve 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.

  
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

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www.ibsplc.com

Page 7 of 7

Ref: IBS/OFF/SE /16409

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: C ATHIRA

Date:

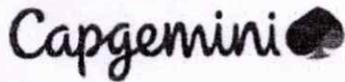


**Dr. LEENA A V**  
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[www.ibsplc.com](http://www.ibsplc.com)



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

**Superset ID: 2095892**

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

Dear C Athira,

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

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

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

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

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

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

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

  
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

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), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2095892**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2095892**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2095892**

Thanking you

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

## ANNEXURE 1

**C Athira**  
**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

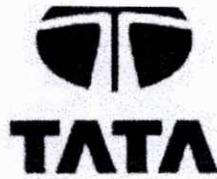
**Tejinder Sethi**  
**Head - Fresher Hiring**

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218129389/Trivandrum**  
**Date: 03/11/2021**

Ms. C Athira  
AmritakripaKattampally,  
Near Puthiya Valapilkavu,  
Kannur-670011,  
Kerala.  
Tel# 91-9447460543

Dear C Athira,

**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/DT20218129389**

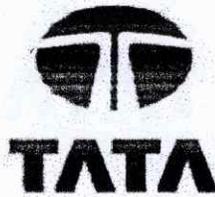
**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Vismaya Building 6th Floor, Infopark, Kusunnagar PO., Kochi 682 030 India  
Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com  
Registered Office Nival Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

  
**Dr. LEENA A V**  
PRINCIPAL

SHREE NARAYANA GURU COLLEGE OF  
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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.

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

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## 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 going 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 location 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 going 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**

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

HIS offers the following benefits:

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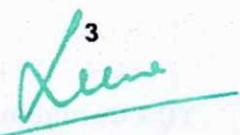
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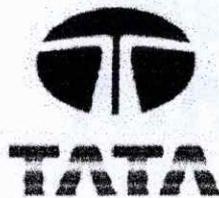
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## 1. Basic Cover

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.

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## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

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

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

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

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

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

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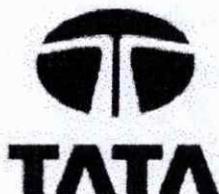
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### 3. Training Period

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

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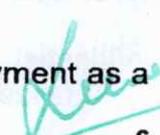
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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

### 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

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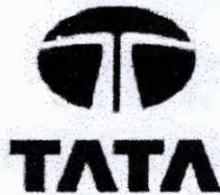
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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

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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)

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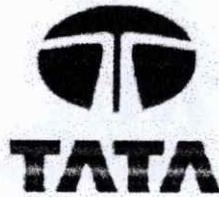
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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

\*There is no criminal offence registered/pending against you

\*There is no disciplinary case pending against you in the university

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

The original documents will be returned to you after verification.

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

\*PAN Card (Permanent Account Number)

\*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

\*Passport

\*NSR E-Card

## 21. TCS Xperience Program

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

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

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

## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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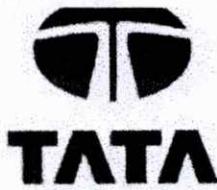
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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

#### 24. Compliance to all clauses

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

#### 25. Data Privacy Clause:

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

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

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

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

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

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

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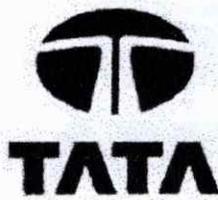
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### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



Click [here](#) or use a QR code scanner from your mobile to validate the offer letter

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

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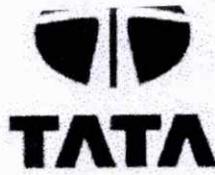
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**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>C Athira</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>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</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 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>

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

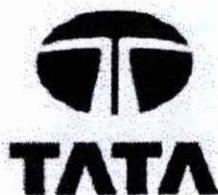
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## Annexure 2

<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,Defra 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>	

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**Confidentiality and IP Terms and Conditions**

**i. Confidential information**

"Confidential Information" shall mean all Intellectual Property, 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.

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## 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 filling 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.

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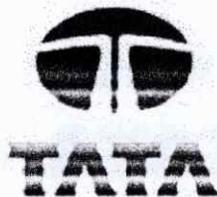
Registered Office: Terminal Building, 6th Floor, Marina Drive, Mumbai 400 021 India

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#### 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.

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(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.

#### **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.

#### **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.

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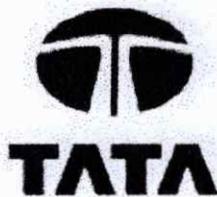
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## 10. Equitable Rights

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

## 11. General

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

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

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

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

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(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.

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218148215/Trivandrum**  
**Date: 03/11/2021**

Ms. Vismaya Sreejith  
Sree Rudra,  
Opposite Ranjini Kalashetra,  
Kannur-670008,  
Kerala.  
Tel# 91-8129584231

Dear Vismaya Sreejith,

**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 &

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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.

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## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **XPLORE/ LEARNING INCENTIVES**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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## 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.

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## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

### **1 Aggregate Percentage Requirements**

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

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

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

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

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

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### 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

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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

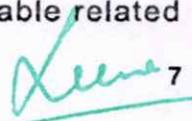
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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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

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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)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

\*There is no criminal offence registered/pending against you

\*There is no disciplinary case pending against you in the university

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

The original documents will be returned to you after verification.

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

\*PAN Card (Permanent Account Number)

\*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

\*Passport

\*NSR E-Card

## 21. TCS Xperience Program

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

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

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

## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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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.

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**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**

[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

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

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**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Vismaya Sreejith</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>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</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 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>

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## 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.

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## 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.

  
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**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.

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TCSL/DT20218148215

**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

  
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## 10. Equitable Rights

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

## 11. General

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

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

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

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

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TCSL/DT20218148215

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

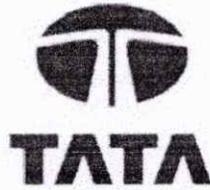
Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: 6th Floor, Nariman Point, Mumbai 400 021  
Email: careers@tcs.com

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(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.

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TCSL/DT20218148215

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Manasa Building 6th Floor, Infopark, Kuzhupatti, Kochi 682 002 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

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PAYYANUR, KANNUR

EMPLOYMENT OFFER LETTER

Cappgemini Ref: 6464624/1542108.

10/14/2022,  
Revathi K.

KODOOR HOUSE, KUTTUR, (PO)KUTTUR ,(VIA )MM BAZAR, KANNUR, KERALA , (PIN)670306  
Kannur, Kerala  
India.

Confidential

Dear Revathi K,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Cappgemini Technology Services India Limited** ('Cappgemini ' or 'Company') starting from **12/27/2022** (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 **Bangalore**.

C) You have to report by 9:00 am at **Bangalore** office, for joining formalities and contact security at the main gate for your entry pass at:

Address  
155-156, EPIP Phase II,  
EPIP Industrial Area,Whitefield, Bengaluru 560066

Please note that your name mentioned in the offer letter will be used to create your employee records in Cappgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 400,010.00 (Rupees Four Lakh And Ten Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

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

  
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Analyst

Total Cost to Company (CTC).

Rs.400,010.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements - 1 #	Rs.1,890.00	Rs.22,680.00
Other Allowances and Reimbursements - 2 +	Rs.839.00	Rs.10,068.00
Advance Statutory Bonus ++	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.29,878.00	Rs.358,536.00
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.388,800.00
Total Cash Compensation		Rs.388,800.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Total Cost to Company		Rs. 400,010.00

# You need to choose any of the following optional instruments that are a part of the Other Allowance and Reimbursements - 1. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00

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+ 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 (OAAAR) 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 (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement 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 components.
- # 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.

E.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Caggemini 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- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

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.

F.) 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.

G.) You shall be eligible for following additional one-time payout:

- Special Incentive: You shall be eligible for one-time incentive of INR 25,000.00/- (Rupees Twenty Five Thousand Only) post completion of one year of service from your date of joining with the Company. This payment will be made to you in the subsequent payroll cycle post completion of one year and will fully taxable. However, in the event that you are not an active employee of the Company (i.e. terminated or you resign from employment or for any other reason) post completion of one year but before the disbursement of one-time incentive, you shall not be entitled for this one-time incentive paid.

H.) 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.

I.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

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J.) 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 forty-five (45) 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 Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, 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 02/25/2023 (for current year pass outs), 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 if applicable, the mandatory Entry Level Certification Training Test ("Test") of the Company in the first attempt. In case the Test is applicable, 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 may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such 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. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.
  - k. You will join our Fresher training if applicable to you 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, fabricated or 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.

K.) Your employment with the Company will also be governed by the terms and conditions of employment contained in Exhibit 1 attached hereto.

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



Sallil Mathew

Head - Talent Acquisition

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: Revathi K

Date: 10/14/2022

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 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 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 right to terminate your employment without notice.

5.4 Cpggemini 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 any time 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 Cpggemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Cpggemini 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 persons 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.



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ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

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.

  
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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 along with 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.

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_ do hereby provide my express consent to my employer, Caggemini 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 Caggemini'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:

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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PAYYANUR, KANNUR

**ANNEXURE I (A)**

**Joining Documents**

Please carry two set of photocopies along with the original documents for verification as mentioned below:

- I. Academic qualification (Highest qualification as applicable):
  - Highest Academic Qualification – all semester marksheet and certificates
  - Provisional Certificate OR Convocation OR Degree certificate
  - If Applicable- Diploma/ Completion Certification(s) for specialized courses
  
- II. Employment experience related documents( As applicable):
  - a. Current Employer  
(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)
    - Resignation acceptance letter OR Email confirmation from the HR (official domain) OR Relieving Letter AND Experience Certificate
    - Pay slips for last 3 months
  
  - b. Previous Employer(s)
    - Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date and end date of your employment (s))
  
- III. Mandatory Documents
  - UAN card copy with KYC as "YES" ( not required for freshers)
  - E-Aadhar card copy
  - Passport size photograph – 4 copies (white background)
  
- IV. Proof of Identity (Any two):
  - PAN Card (Mandatory)
  - Valid Passport – All pages
  - Driving License
  - Voter's Id

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

EMPLOYMENT OFFER LETTER

Cappgemini Ref: 6504216/1552724,

11/10/2022,  
Amal P R.

S/O A PREMARAJAN, KRISHNA KRIPA, MUZHAPPALA, P O MUZHAPPALA, MAMBA, S.O, KANNUR, KERALA, PIN CODE: 670611.  
Kannur, Kerala  
India.

Confidential

Dear Amal P R,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Cappgemini Technology Services India Limited ('Cappgemini' or 'Company') starting from 12/29/2022 (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 **Bangalore**.
- C) You have to report by 9:00 am at **Bangalore** office, for joining formalities and contact security at the main gate for your entry pass at:

Address  
164-165, EPIP Phase II,  
Whitefield, Bengaluru 560066

Please note that your name mentioned in the offer letter will be used to create your employee records in Cappgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 400,010.00 (Rupees Four Lakh And Ten Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

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



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Analyst

Total Cost to Company (CTC).

Rs.400,010.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements - 1 #	Rs.1,890.00	Rs.22,680.00
Other Allowances and Reimbursements - 2 +	Rs.839.00	Rs.10,068.00
Advance Statutory Bonus ++	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.29,878.00	Rs.358,536.00
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.388,800.00
Total Cash Compensation		Rs.388,800.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Total Cost to Company		Rs. 400,010.00

# You need to choose any of the following optional instruments that are a part of the Other Allowance and Reimbursements - 1. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00

  
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+ 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 (OAR) 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 (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement 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 components.
- # 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.

  
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E.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Caggemini 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- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

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.

F.) 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.

G.) You shall be eligible for following additional one-time payout:

- Special Incentive: You shall be eligible for one-time incentive of INR 25,000.00/- (Rupees Twenty Five Thousand Only) post completion of one year of service from your date of joining with the Company. This payment will be made to you in the subsequent payroll cycle post completion of one year and will fully taxable. However, in the event that you are not an active employee of the Company (i.e. terminated or you resign from employment or for any other reason) post completion of one year but before the disbursement of one-time incentive, you shall not be entitled for this one-time incentive paid.

H.) 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.

I.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

  
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J.) 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 forty-five (45) 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 Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, 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 02/27/2023 (for current year pass outs), 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 if applicable, the mandatory Entry Level Certification Training Test ("Test") of the Company in the first attempt. In case the Test is applicable, 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 may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such 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. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.
  - k. You will join our Fresher training if applicable to you 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, fabricated or 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.

  
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K.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

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



Sall Mathew

Head - Talent Acquisition

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: Amal P R

Date: 11/10/2022



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EXHIBIT 1

Terms & Conditions of Employment with Caggemini Technology Services India Limited

**1. CURRENT WORK LOCATION:**

1.1 Caggemini Technology Services India Limited ("Caggemini" 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 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.

  
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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 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 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 any time 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.



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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 persons 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.

  
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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.

  
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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 it 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.

  
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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 incurrance 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 along with 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 Caggemini. 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.

  
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CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Caggemini 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 Caggemini'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:



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ANNEXURE I (A)

Joining Documents

Please carry two set of photocopies along with the original documents for verification as mentioned below.

- I. **Academic qualification (Highest qualification as applicable):**
  - Highest Academic Qualification – all semester marksheet and certificates
  - Provisional Certificate OR Convocation OR Degree certificate
  - If Applicable- Diploma/ Completion Certification(s) for specialized courses
  
- II. **Employment experience related documents( As applicable):**
  - a. **Current Employer**  
(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)
    - Resignation acceptance letter OR Email confirmation from the HR (official domain) OR Relieving Letter AND Experience Certificate
    - Pay slips for last 3 months
  
  - b. **Previous Employer(s)**
    - Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date and end date of your employment (s))
  
- III. **Mandatory Documents**
  - UAN card copy with KYC as "YES" ( not required for freshers)
  - E-Aadhar card copy
  - Passport size photograph – 4 copies (white background)
  
- IV. **Proof of Identity (Any two):**
  - PAN Card (Mandatory)
  - Valid Passport – All pages
  - Driving License
  - Voter's Id

  
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## ANNEXURE I (B)

### Background Verification

#### Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc. whichever is higher)
- Professional Experience & Employment(s) Credentials.
- Database
- Court Record (as applicable)

Note: Based on certain business requirement and statutory rules, Capgemini may initiate additional checks during your tenure in the organization. By accepting this offer you agree to undergo such additional checks as required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents whenever the insufficiency is intimated to avoid delay in onboarding and completion of BGV.

**\*\*\* You are required to submit all the documents at the earliest from receiving this Offer and the NES failing to which offer will be revoked \*\*\***

Fill the standard application form by clicking the New Employee Wizard (NES) link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>). (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days, please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- Experience letters and relieving letters for last 5 years of employment as applicable

Please note, should you provide any other additional document than the aforesaid, the Company shall not be held responsible for the same

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers for last 5 years of employment as applicable
- These letters should clearly mention your date of joining & last working day with your previous employers

The organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your past employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to upload the original experience/relieving letter in the Background verification Application (Link available on E-mail) not later than 45 days of your joining\*\*\*

- Campus Hire: For current year pass outs, mandate documents (Final year marksheet/consolidated marksheet and Provisional certificate) to be shared within 60 days of joining Capgemini".

#### Court Verification Forms

- Court Record form

Note:

All these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All the above forms will be shared with our empaneled BGV vendors. As part of the verification process, you may be requested to support with verification which could include police and court checks. The forms are further submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence for verification; alternatively, they may also call you or ask you to visit the nearby Police Station.

Important points to note:

- In an event you fail to upload the required pending documents in the BGV tool within 7 Calendar days / within 3 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini may take disciplinary action which inter alia includes termination from service without notice.

\*\*\*In case your last employer does not provide experience letter, the relieving letter is accepted as an alternate document. Please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

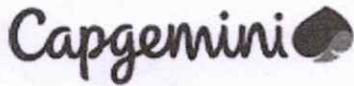
**\*\*\*The absence of the above listed documents your onboarding may be delayed or deferred.**

Cc

Best Regards,  
Team HR

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

**Superset ID: 1713350**

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

Dear MABITHA C,

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.

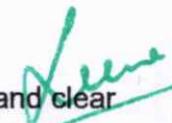
The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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

  
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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**

This is a system generated document and does not need a signature

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## ANNEXURE 1

**MABITHA C**

**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 4,00,000/- (Rupees Four Lakh 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**

---

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

  
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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218197814/Trivandrum**  
**Date: 10/11/2021**

Ms. Vrinda Ramachandran K  
Kuthirummal House Edayilekad, (Po) Valiyaparamba,  
Near Bhuvaneshwari Temple,  
Trikkaripur-671312,  
Kerala.  
Tel# 91-9746015867

Dear Vrinda Ramachandran K,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements 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 &

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*Leena*  
**Dr. LEENA A V**

**PRINCIPAL**  
**BREE NARAYANA GURU COLLEGE OF**  
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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.

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## PERFORMANCE PAY

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## CITY ALLOWANCE

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

## XPLORE/ LEARNING INCENTIVES

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

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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## 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.

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## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

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

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

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

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

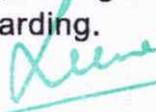
To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to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

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### 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

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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

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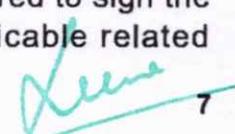
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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### 18. Employment of Non Indian Citizens

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

#### 19. Background Check

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

#### 20. Submission of Documents

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

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

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



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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

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

The original documents will be returned to you after verification.

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

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

## 21. TCS Xperience Program

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

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

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

## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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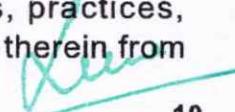
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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

#### 24. Compliance to all clauses

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

#### 25. Data Privacy Clause:

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

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

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

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

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

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

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**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

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**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Vrinda Ramachandran K</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>
<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>

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TCSL/DT20218197814

**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 India  
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com

*Leena*  
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**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.

  
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(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.

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## 10. Equitable Rights

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

## 11. General

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

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

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

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



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

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

**PROBATIONARY APPOINTMENT LETTER - TRAINEE**

To,

**Ms. Rithika Satheesh Babu**

**Krishna Madhav, Old Road P.O**

**Kuthuparamba, Kannur - 670643**

Dear Rithika,

With reference to your resume and subsequent interviews you had with us, we are pleased to appoint you as "QA Analyst Trainee" in NewAgeSys Solutions (P) Ltd. on training & probation basis with effect from **25 October 2022** on the terms and conditions recorded herein below.

1. Your appointment is subject to all conduct, discipline, rules and regulations governing the employees of our organization.
2. You will be having 3 month training period & 3 month probation period from the date of joining which may be extended, if considered necessary by the Company. Your first performance evaluation would be conducted during the probation period, at any time. After assessing your performance, the management may (a) Confirm you in the service of the organization and make you permanent; or (b) Dismiss you from service.
3. You are supposed to work for five days in a week. Leaves and Holidays are applicable as per the Company policy.

CIN:- U72200KL1995PTC009725

Registered Office Address: 7th Floor, Phase - II, Carnival Infopark, Infopark SEZ, Kakkanad, Kochi - 682042  
Phone: 0484-2983032, 0484-2983033, Mob: +91 98956 04751, Email: info@newagesys.com

Web: www.newagesysindia.com

  
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4. If you are availing two or more medical leaves, you are required to submit a medical certificate issued by a certified medical practitioner at the time of your rejoining.
5. You would be working in the **Shift Time: 11am - 8pm** at present. However, in accordance with the work requirement the shift timings may be liable to change. This change will be at the management's discretion.
6. The Company's general policies for permanent employment, includes - Privilege Leave, Health Insurance, Welfare Fund benefits, ESI, Provident Fund, Gratuity, etc.
7. As per Company's disciplinary policy, all details pertaining to **salary/stipend** and related benefits should be kept confidential. As a trainee of the company you will be eligible for a stipend of **21,100** per month.
8. You will not without written permission of the officer authorized by the management, disclose/ divulge to anyone any confidential information regarding the business affairs of the Company that may pass through you or may be given to you during the course of your employment with the Company.
9. During the period of service with NewAgeSys you are not permitted to work for another company or institution under its payroll. NewAgeSys possesses the authority to execute disciplinary actions which includes termination from service against you, if you are found to be in the payrolls of other company / agency.
10. After joining the organization, if the employee decides to join a course or any other educational or vocational / job-oriented course, or if they are currently pursuing such a program when joining the organization, they have to acquire permission from the management before pursuing the course and if it is a running course then they need to intimate the management about the same before the joining formalities are completed.
11. It is mandatory to have minimum 9 hours attendance on every working day. You can avail only one hour break which includes **Tea / Dinner Break** and any other short break.
12. If at any time, you feel to resign from as the services of the Company during probation period; this will be as per the terms and conditions of the Letter of Undertaking, if signed by you; else, a minimum period of 15 working days has to be served.

13. You should complete a year of actual work, calculated from the date of joining, to be eligible for receiving Relieving Letter and Experience Letter. This will be as per the terms and conditions mentioned in the Letter of Undertaking. No documents would be provided if you leave the Company before completing a year of service.
14. In Certain cases, if the employee is causing a breach to the agreed terms and conditions and go against Company policies, it could cause tangible or intangible loss for the Company. In such cases, the management has the right to withhold any other Original document submitted by you.
15. In case you breach the terms in the Letter of Undertaking or any other agreement signed by you, your complete stipend and benefits would be retained till it becomes equal to the penalty amount.
16. If at any time, in the opinion of the Company, which shall be final, your performance is way below acceptable standards, or you are insolvent or are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any conduct unbecoming of the status and the post you hold in the Company, or of any other conduct considered by us to be detrimental to our interests, or of any manipulation in marking the punching in our Biometric Attendance System, or of violation of one or more terms of this letter, you will be subject to disciplinary action at the Company's discretion. It should be specially noted that your use of all Company resources including the internet and computer system, will be closely monitored. Moreover, your conduct throughout the organization will be under constant and strict review. Monitoring and reviewing resources include computer servers and a state-of-the-art CCTV network. If an employee breaches the standards of conduct as explained above or in any other manner the Company deems negative, you are liable to be terminated from service without notice.
17. If any Mental or Sexual harassment occur during the course of employment in the office and its premises by the act of the employer or any superior officer or any other employees, such incident shall be intimated or reported to the Director of the Company in writing within 24 hours after the said incident.
18. In case of any change in your residential address and/or contact numbers, kindly inform the HR Team at the earliest.

  
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19. The Company shall conduct a background and reference check as per Company policy, details mentioned in your curriculum vitae and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. The terms of this offer shall be kept strictly confidential. Kindly sign and return a copy of this letter.

We welcome you and wish you every success in your career with NewAgeSys Solutions (P) Ltd.

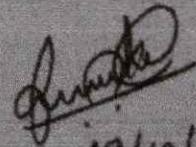
For NewAgeSys Solutions (P) Ltd

Mr. Joseph John

Director  
Signature:

Offer Accepted

Signature & Date



19/10/2022

  
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PAYYANUR, KANNUR

**EMPLOYMENT OFFER LETTER**

Capgemini Ref: 5055726 /980855,

10/05/2021,

Vivek Valsan  
Vrindavan, Cherukunnu PO, Kannur Kerala, 670301,  
Kannur, Kerala.

**Confidential**

Dear Vivek Valsan,

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 10/07/2021 (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

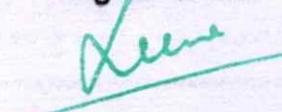
B) You will be required to work at the Company's offices in location Bangalore

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:

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Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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PAYYANUR, KANNUR

To,  
Mr Mohammad Nabeel,  
Pulukkool (H),  
Onaparamba,  
Pariyaram (PO),  
Kannur (Dis), Kerala- 670502.

21<sup>st</sup> April 2022

**SUB: OFFER LETTER**

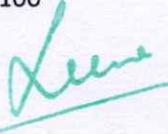
Dear Muhammad Nabeel,

The management of Wartens Technologies LLP is glad to inform you that, we are pleased to make this offer of employment to you in our organisation under the following conditions given below:

1. Your designation will be "**Application Engineer**". You will be expected to perform duties and responsibilities as may be assigned to you from time to time by company.
2. You will be on training / Probation for a period of 1 month from the date of joining. On the completion of 1 month training you will be taken on our rolls. During your training period, you will be paid Rs.13500/- stipend per month.
3. After probation period there will be increment in your salary based on your performance.
4. On the day of joining you need to bring the following documents in original for verification and handover the copies to the company for personnel records. All educational certificates and marks lists, updated Resume, and 2 copies colour passport photographs and identity proof.
5. You are requested to join the company by **25<sup>th</sup> April 2022, Monday**
6. Your service in the company can be terminated by giving one month's notice. Similar condition applies in case you want to leave the company. The management reserves its right to terminate your services without notice in case of any misconduct committed by you.

Wartens Technologies LLP, GS Palya Road, Konappana Agrahara, Electronic City, Bangalore – 560 100

Web: [www.wartens.com](http://www.wartens.com) / Email: [info@wartens.com](mailto:info@wartens.com) / Mob: 9606 86 86 86 / 7353 11 22 55

  
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PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

7. You are not allowed to share any confidential information regarding your duties or any work related information shared to you by management or the person in authority especially when asked not to share. If happens you will be terminated from your office without further clarifications.
8. The Company shall be entitled to terminate this Agreement for breach of any of the conditions of the agreement by you and shall also be entitled to proceed, at its discretion, against you for any loss suffered by it due to your such breach of contract such as
  - Dishonesty; or
  - Serious or persistent misconduct; or
  - Without reasonable cause; neglect or refuse to attend to your duties; or
  - Fail to perform any of your obligations under this Agreement; or
  - Fail to observe the Company's disciplinary rules or any other regulation of the Company from time to time in force; or
  - Convicted for any criminal offence (other than an offence for which only a fine or non-custodial penalty is imposed).
9. You will be governed by the service rules or standing orders as and when they are brought into force.
10. Please note that compensation package is strictly personal and confidential. Your personal compensation details, regardless of whether salary, bonus or other allowances, are between you and the company. Such compensation details are not to be discussed with other employees and we thank you in advance for your cooperation with respect to confidentiality.
11. You will be responsible for the care and safe custody of property and goods entrusted to you which may be in your use, care and also their return in good condition subjected to reasonable wear and tear.
12. During your service with the company shall not reveal any information regarding the process, invention or, any other trade secret and confidential information which may come to your knowledge to anyone.

Wartens Technologies LLP, GS Palya Road, Konappana Agrahara, Electronic City, Bangalore – 560 100

Web: [www.wartens.com](http://www.wartens.com) / Email: [info@wartens.com](mailto:info@wartens.com) / Mob: 9606 86 86 86 / 7353 11 22 55

  
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- (d) Two month notice period is compulsory unless the company thinks it is very urgent.  
(e) Once your resignation letter is accepted and confirmed your last month salary and the final settlement will be credited in 3-4 months after your leaving.

20. The management now takes the opportunity of welcoming you to a career with Wartens Technologies LLP and wishes you the very best opportunities to meet your career and personal aspiration

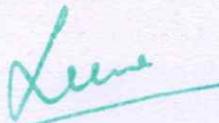
**AUTHORISED SIGNATORY**  
**For WARTENS TECHNOLOGIES LLP**  
**SHANOOP FRANCIS**  
**Business Development Manager**

**I agree the terms and conditions**  
**Muhammad Nabeel**



Wartens Technologies LLP, GS Palya Road, Konappana Agrahara, Electronic City, Bangalore – 560 100

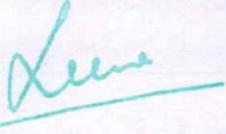
Web: [www.wartens.com](http://www.wartens.com) / Email: [info@wartens.com](mailto:info@wartens.com) / Mob: 9606 86 86 86 / 7353 11 22 55

  
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**ENGINEERING & TECHNOLOGY**  
**PAYYANUR, KANNUR**

13. You shall obtain prior permission in case you are unable to come to office on any day. Any absence without any prior intimation will be considered as a serious breach of Terms and Conditions of Service.
14. You should not have any financial transaction with any co-employee or customers of the concern.
15. You should not have any contact with previous employees who worked here, informing about work, or sharing data base of the company or harming the present employees because of their influence by any words or actions in any matter. If found, it will be considered as serious misconduct and you will be terminated from the company without any further information and the rule 18.(b) will be applied.
16. The organisation keenly inspires learning and contribution to company goals. The concern reserves the right to reward you as also other employees from time to time for significant achievements.
17. It must be specifically understood that this offer is made to you based on the qualification and experience and skills you have declared to possess as per your application.
18. In case at a later date any of your statement made or facts furnished are found to be false or your performance is not up to the mark or falls short of expectations of minimum standard set by the concern, the company has the right to terminate your services forthwith without giving any notice and without prejudice to proceed against you legally for making such false statements.
19. Regarding the final settlement and leaving the company.
  - (a) you are obliged to work in the company and ready to accept the bond for one year, if any breaks happen during the period, of any reason you need to pay compensation of Rs.25000/- to the company
  - (b) You are not eligible for the final settlement and last month salary if you leave the company before completing the bond of one year.
  - (c) Your resignation letter should be send to the respective authority two months before of your leaving after completion of one year if you decided to resign from the service of the company.

Wartens Technologies LLP, GS Palya Road, Konappana Agrahara, Electronic City, Bangalore – 560 100

Web: [www.wartens.com](http://www.wartens.com) / Email: [info@wartens.com](mailto:info@wartens.com) / Mob: 9606 86 86 86 / 7353 11 22 55

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

# Nethram India Innovation Center Private Limited

Mysore Road, Sulthan Bathery, India – 673592

Tel : +91-4936-221113 E-mail: [nethram@nethram.com](mailto:nethram@nethram.com) Website: [www.nethram.com](http://www.nethram.com)

Aug 3rd 2021

Sayooj K  
Sreenilayam,  
Aduthila East  
Pazhayangadi,  
Kannur

Dear Sayooj K,  
Further to our discussion, we are pleased to appoint you in our Company as Member of Technical Staff, or in such other capacity decided by the management from time to time.

## 1. DATE OF APPOINTMENT

Your date of appointment is effective from Aug 5<sup>th</sup> 2021. You will have an opportunity to mutually discuss and agree on a joining date between Aug 5<sup>th</sup> 2021 and August 13<sup>th</sup> 2021.

## 2. SALARY

You will be paid base salary of Rs. 8,000 per month, and an additional performance-based variable pay.

## 3. VARIABLE PAY

You will be paid a performance-based variable pay, the average of which can be expected to be between Rs. 15,000 and Rs. 25,000 per month. This salary is an average, across a full year. Individual monthly salary could vary. The variable pay shall start latest after the probation period and depending on performance and value of contributions could start earlier as determined by the management.

## 4. BONUS

You will be paid bonus in accordance with laws governing such payments and as declared by company.

## 5. PROBATION

You will be on probation for 6 months, during which period, your job may be terminated by the company at any time without notice period.

## 6 LEAVE RULES

You will be entitled for leave as per Company Policy. The current company policy is to use best judgment for upto 50% of the working days.

## 7 RETIREMENT

Your retirement age is 55 years.

---

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## 8 TRANSFER

You may be transferred in such capacity as the company may, from time to time determine to any other location/department/establishment/branch/subsidiary of the Company. In such case the terms and conditions of service applicable to the new assignment will govern you.

## 9 OTHER WORK

Your position is a whole-time employment with the company, and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as share holder or debenture holder) in any other trade or business during the employment with the company without permission in writing of the Directors of the Company.

## 10 RESPONSIBILITIES

You must effectively perform to ensure results and you will be expected to work extra hours to achieve this whenever the job so requires.

## 11 TRAVEL

You will be required to travel on company work and you will be paid travel expenses for this as per the company rules.

## 12 CONFIDENTIAL INFORMATION

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

## 13 PROTECTION OF INTEREST

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operations of the company, such developments will be fully communicated to the company and will remain sole right/property of the company. The company has the right to exercise ownership of any development, task or work you might do during employment.

## 18 PAST RECORD

If any declaration given or published by you to the company proves to be false or if you are found to have willfully suppressed any material information, or if you violate the company policies, you are liable to be removed from service without any notice.

---

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## 19 NOTICE PERIOD

This contract of employment is terminable by either party giving 90 days' notice. Either party is not bound to give any reason thereof. The company reserves the right to pay in lieu of notice period. However, during probation period, the company may not give any notice.

## 20. ON SEPERATION

On acceptance of the separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, ID cards, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

The above terms and conditions are subject to company policy and may change from time to time.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment. You have until Aug 4th, 2021 to accept.

Sincerely,  
for Nethram India Innovation Center Private Limited

Baiju Paul Mathews  
Managing Director

I accept this offer, with a firm commitment to join. My tentative joining date is \_\_\_\_\_. I realize and agree that the company may share confidential information with me prior to joining, and the company may start to invest in mentoring and training me.

I accept this offer, with no firm commitment to join. I realize that this offer is not binding on the company, and that this offer may be withdrawn at any time.

I decline this offer.

(Please place an X on the appropriate option, and sign under the selected option)

**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

October 20, 2021

HRD/3T/1002127384/21-22

Ms. Gopika Raj Nambiar  
Chalad  
Kannur  
Kannur-670014  
India

Ph: +91-6282630618

Dear Gopika,

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 14:50:49 IST  
Reason: Digitally Signed  
Location: Bangalore

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

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

October 20, 2021

HRD/1002127384/21-22

Ms. Gopika Raj Nambiar  
Chalad  
Kannur  
Kannur-670014  
India

Ph: +91-6282630618

Dear Gopika,

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.



**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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PAYYANUR, KANNUR

### **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.

**Dr. LEENA A V**  
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### **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.

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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PAYYANUR, KANNUR

### **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.

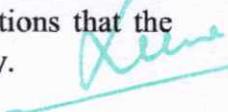
If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to 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.

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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PAYYANUR, KANNUR

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.

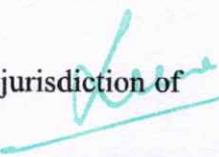
Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of 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.

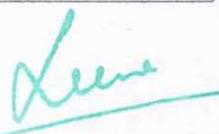
This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

  
**Dr. LEENA A V**  
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PAYYANUR, KANNUR



**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Ms. Gopika Raj Nambiar			
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 (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				

  
**Dr. LEENA A V**  
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 PAPPANUR, KANNUR

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

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Ms. Gopika Raj Nambiar
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 (1+2+3)</b>	<b>25,000</b>

<b>4. INCENTIVE COMPONENTS</b>	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
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>				
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

D. WIENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR



3/516G, Nedumkandathil Arcade,  
Thottuvakarayil, Koovappadi,  
Ernakulam, Kerala, 683544

Riafy Technologies Pvt Ltd  
CIN: U72200KL2013PTC034102

+91 9496089578  
reach@riafy.me

10 May 2022

Nabeel Abdul Nasar  
ARA 89, Putthillam villa,  
Anchery. P. O,  
Thrissur 680006

Dear Nabeel,

Congratulations! Riafy Technologies would love to take you in as a part of our team and work with you. We are pleased to offer you the position of "Backend Developer" at our company and believe that your skills and experience would be an ideal fit for Riafy.

Your CTC will be INR 3,60,000 PA which is all-inclusive and you will be under a probation period for the first 3 months starting from the joining date.

Your joining date is 03 June 2022, Friday.

On accepting this offer letter, we shall dive into more details and other procedures. Please reply to this offer letter along with your response.

Team Riafy is looking forward to working with you, Nabeel !

Requesting you to accept this offer within 7 days to confirm this position.

Regards

Benoy Joseph  
HR Manager



Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

27-May-2022

**Name** : Ashna Shiburaj  
**ID** : 104485  
**Designation** : Associate

Dear Ashna,

We take this opportunity to congratulate you and express our appreciation for your valuable contribution in achieving our organizational objectives for the year 2021-2022.

Consequent to the review of your performance during this period, we take great pleasure in sharing with you, your revised salary of **INR 520,608/-** per annum with effect from 1st April 2022.

All other terms and conditions of your employment remain unchanged.

All Compensation details are confidential information between employee and the company. Any unauthorized disclosure of this information, to other employees or external parties may be treated as misconduct leading to disciplinary action.

We are confident that you will continue the good work in the same spirit of commitment and sincerity and grow with our organization.

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYANUR, KANNUR



## APPOINTMENT ORDER

May 19, 2022

To,

**Saurav Rithin PM**

Koustubham P.O. Pappinisseri, Westkannur 670561, Kannur, Kerala

Dear Saurav,

Our people are what makes Valorem Reply the leading-edge company. We hope that it resonates with you too. Thank you for the keen interest you have shown in our organization. It was our pleasure to interact with you, and trust that we gave you an appreciable understanding of our company and the position for which you have been considered.

With reference to your application and subsequent interview, we have the pleasure in offering you an appointment, subject to your acceptance of the following terms and conditions:

### 1. Date of Appointment:

This appointment will take effect from the date of your joining the establishment (Valorem Private Limited, SmartCity, Kochi), which would be tentatively June 20, 2022. The actual date of joining will be intimated to you in the due course.

### 2. Role:

You will be in the category of Associate Consultant- Software Engineering at the office of Valorem Private Limited, located at SmartCity, Kochi.

### 3. Probationary Period:

You will be on probation for a period of six months from the date of your joining. This period of probation can, however, be extended up to one year, as the management may deem fit in its sole discretion. On completion of this period, you may be confirmed, if your services are found satisfactory. Unless confirmed in writing, you will be deemed to be continuing on probation.

If the management is not satisfied with your work and/or conduct, your services shall be liable to termination, without notice and/or assigning any reason whatsoever, at any time during or on completion of the probationary period.

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682030  
CIN: U72200KL2004PTC016996  
tel: +91 (484) 619-1200 | www.valoremreply.com

  
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SREE NARAYANA GURU COLLEGE OF  
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PAYYANUR, KANNUR

**4. Employment agreement:**

You are required to sign on the Employment Agreement at the time of joining. The Employment Agreement details the scope, terms and conditions of your employment.

**5. Duties and responsibilities:**

(a) The management expects you to work with a high standard of initiative, efficiency and economy in the section or department in which you are placed.

(b) You will devote your entire time to the work of the management and will not undertake any other direct/indirect business or work, honorary or remuneratory, except with the written permission of the management in each case.

(c) You shall not seek membership of any local or public bodies without first obtaining specific permission from the management.

(d) You shall not divulge or give out to any unauthorized person, by word of mouth or otherwise, particulars or details of our manufacturing process, technical know-how, security arrangements, administrative and/or organizational matters of a confidential and secret nature, nor use the same for any purpose other than management's during the period of your employment with us or thereafter, which may be your personnel privilege to know by virtue of your being employee of the management.

**6. Emoluments:**

Your Annual CTC will be INR.4,00,524 (Rupees Four Lakhs Five Hundred and Twenty Four only). Please refer Annexure I for Salary Break up.

You are also eligible for our discretionary performance based bonus plan. Any such bonus will be awarded based on Valorem's sole discretion and may be up to 10% of your annualized salary and will be payable up to 5% increments twice annually, once at the end of July and once at the end of December. Your eligibility for bonus begins on your six months completion of employment with us. Your first potential bonus payout will be in July 2023. To receive any such bonus, you must be employed at the time that the bonus is distributed.

**7. Increments and Promotion:**

Your increments and future prospects in the management shall entirely depend on your efficiency, hard work regularity in attendance, sincerity, good conduct, your contribution towards the success of the establishment and such other relevant factors. Promotions will be based on your performance, contribution and as per the prevailing rules and regulations of the. Increment and Promotion in no case shall be automatic and/or a matter of right.

**8. Benefits:**

As a full time employee you will be eligible for the following benefits that Valorem Reply offers :

- Medclaim insurance coverage worth INR 5 Lakhs (Covers self, spouse and up to 2 kids, parents)
- Accident insurance coverage worth INR 25 Lakhs (Covers self)
- Wellness reimbursement (INR 6000/annum)
- Annual health check package (Covers self)
- Other tax saving benefits like internet expense reimbursement, fuel expense reimbursement and meal cards are also provided to the employees.
- If eligible, you will be covered under EPF & ESI and you will be entitled for gratuity as per law.

**9. 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 9.A.M to 6.00 P.M. The company may change the normal working days and hours of work to suit the exigencies of work programmes and emergencies.
- b. Each employee should clock minimum 40 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
- c. Holidays would be as per the list declared by the company from time to time.
- d. You are eligible to avail 3 days of casual leave during the probationary period of 6 months.  
On Confirmation of your employment, you will be entitled to privilege of 12 Casual Leaves and 12 Sick Leaves with salary during a calendar year. In addition, you will also be eligible for Privilege Leave, Maternity/Paternity Leave as per leave policy of the company.

**10. Retirement:**

You will automatically retire on attaining the age of 58 (Fifty-Eight) years. Date of birth entered into your service record will be considered as your date of birth for all the purposes including retirement.

Date of birth once entered in the service records will not be altered under any circumstances. Your full and final accounts will be settled on your furnishing a certificate from the Accounts Department of the Company that you do not owe any loan or amount to the Company and you have handed over the possession of vehicle or residential premises or any other property of the Company including utility kit and equipment entrusted to you by the Company.

#### 11. Termination of service:

During probation period, the Employee may terminate this employment by giving at least one (1) month prior notice in writing. And Valorem Reply may further reduce the notice period as per its discretion on a case to case basis. And during probation period, the Employer may terminate this employment by giving at least fifteen (15) day's prior notice in writing or payment in lieu of the said notice. For the purposes of payment in lieu of notice, Basic Salary shall be taken into consideration.

Upon confirmation, the Employee may terminate this employment by giving at least two (2) month's prior notice in writing. And Valorem Reply may further reduce the notice period as per its discretion on a case to case basis. And upon confirmation the Employer may terminate this employment by giving at least one (1) month's prior notice in writing or payment in lieu of the said notice. For the purposes of payment in lieu of notice, Basic Salary shall be taken into consideration.

Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the company without payment:

- a. With immediate effect, 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.
- b. 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 rules and regulations of the company notified from time to time.
- c. 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.

If the Employee remains absent without authorization for a period exceeding three (3) consecutive working days or remain absent without authorization for a period of three (3) working days beyond the period of leave originally granted or subsequently extended, the Employer may at any time thereafter give a notice to the Employee at the Employee's last known address or e-mail, calling upon the Employee to report to the Employer immediately and explain in writing the reasons for such absence. The Employer may thereafter at its sole discretion, terminate the Employee's Employment forthwith.

#### 12. Correspondence and address for communication:

Company will correspond with you directly or at the address given below:

**Address: Koustubham P.O. Pappinisseri, Westkannur670561, Kannur, Kerala**

**E-mail: sauravrithin@gmail.com**

**Mobile: 9496355314**

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In case there will be any change in your address, you will intimate the company in writing within three days from the date of such change.

Any letter sent by the Company by Registered AD/Speed Post/Through Courier at the above address will be deemed as proper service.

Any communication sent by e-mail or telephone at the above e-mail address or mobile number will be deemed as proper service.

**13. Other Rules and regulations:**

In all those matters not covered by this letter you shall be strictly governed by the Rules, Regulations and/or the standing orders of the management as in force and/or amended from time to time.

**14. Verifications:**

This appointment is based on complete reliance to the representations you have provided during our discussions prior to the release of the offer and other documents provided 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.

It is necessary that we know your decision by May 20, 2022, in order to allow us to do required planning and preparing the appropriate documentation on time. We wish you all the best and hope to have a long and fruitful association with you!

Looking forward to hearing from you.

Thanking you,



Dr. Mariya T Cheeran  
HR Manager

**Annexure 1**

**Compensation Summary:**

Job Title	Associate Consultant – Software Engineering
Employment Status	Permanent
Compensation	Monthly Salary
Annual CTC	INR 4,00,524.00
Date of Joining	June 20, 2022 (Tentative)

**Salary Breakup:**

Annexure I

Particulars	Monthly Salary	Yearly Salary	Yearly Salary* (After 6 months)
Basic	14,250.00	1,71,000.00	1,80,000.00
HRA	6,967.00	83,604.00	80,004.00
LTA	3,167.00	38,004.00	15,000.00
Medical Allowance	3,167.00	38,004.00	15,000.00
Conveyance Allowance	2,533.00	30,396.00	19,200.00
Special Allow	1,583.00	18,996.00	90,804.00
<b>Gross Salary</b>	<b>31,667.00</b>	<b>3,80,004.00</b>	<b>4,00,008.00</b>
PF Employer contribution	1,710.00	20,520.00	21,600.00
Bonus**			40,000.00
<b>CTC</b>	<b>33,377.00</b>	<b>4,00,524.00</b>	<b>4,61,608.00</b>

\*On successful completion of your probation, you will be promoted to the next level and will be eligible for the revised salary and bonus.

\*\*Annual Bonus be payable up to 5% increments twice annually based on the performance, once at the end of July and once at the end of December at Valorem Reply's discretion. Your eligibility for bonus begins on your successful completion of six months' probation. Your first potential bonus payout will be in July 2023. To receive any such bonus, you must be employed at the time that the bonus is distributed.

**Payroll Deductions:**

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- Tax Deduction at Source (TDS), if applicable.
- Corporation Professional Tax.
- Provident Fund Contribution.
- Labor Department Welfare Fund.
- Any other mandatory payroll deductions enforced by the government

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**Intent to offer Employment**

Dear **SANGEETH A V**,

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
- **Bonus:** INR 25,000 (On completion of a year)
- **Location:** All QuEST Global offices (as per business requirement)
- **Working Hours:** 45 hours/week (9 hours/day)
- **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:

- Completion of your qualifying course program with an aggregate of 65% and no standing arrears on the Date of Joining
- Background Verification Check
- Completion of training program arranged by QuEST

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

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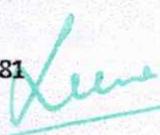
QuEST Global Engineering Services Private Limited

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA  
591245 | N CIN: U74900KA2014PTC076219

**Communication address:** QuEST Towers, Plot No. 73 and 74, Technopark campus, Thiruvanthapuram, Kerala- 695581

Ph: +91-80-67090000; Fax: +91-80-67093200; Email: [info@quest-global.com](mailto:info@quest-global.com)

[www.quest-global.com](http://www.quest-global.com)

  
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**\*Disclaimer: The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.**

**Annexure - I  
Compensation & Benefit Details**

Items	Monthly Salary (Amount in Rs.)	Annual Salary (Amount in Rs.)
<b>Monthly Salary Components</b>		
(A) Basic Salary	15,000	180,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Other Allowance*	3,155	37,860
<b>(F) MONTHLY GROSS SALARY: (F = A+B+C+D+E)</b>	<b>20,405</b>	<b>244,860</b>
<b>Retirement Benefits</b>		
(G) PF	1,800	21,600
(H) Gratuity	722	8,664
<b>(I) RETIREMENT BENEFITS: (I = G+H)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(J) Medical Insurance Premium	673	8076
(K) BONUS/Ex.GRATIA	1400	16800
<b>(L) Fixed Compensation: (L = J+K)</b>	<b>25,000</b>	<b>300000</b>
<b>(M) TOTAL COST TO COMPANY (TCTC): (M = L)</b>		<b>300,000</b>

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one year service with QuEST.

\*Other Allowance includes optional contributions towards NPS.

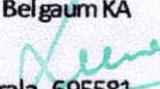
QuEST Global Engineering Services Private Limited

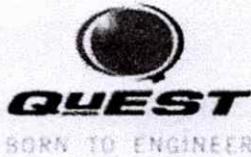
**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN: U74900KA2014PTC076219

**Communication address:** QuEST Towers, Plot No. 73 and 74, Technopark campus, Thiruvanthapuram, Kerala- 695581

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Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band, the amount will change accordingly in case of change of Band.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of **INR 300000**
- Group Personal Accident Insurance cover of **INR 1000000**
- Group Term Life Insurance cover of **INR 1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

**Note:** Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

**Declaration:** All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice

*Sangeeth.*

---

QuEST Global Engineering Services Private Limited

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591245 IN CIN: U74900KA2014PTC076219

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*Leena*  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

16-09-2021

**Sangeeth A V**  
Andoor House  
Thiruvattoor P O  
Kannur - 670502  
Mobile No: 8086922481

**SUB: APPOINTMENT LETTER**

**Dear Sangeeth,**

With reference to your application for employment and subsequent interview and discussions, we are pleased to offer you an appointment as **Junior Information Security Analyst** with effect from **4<sup>th</sup> October 2021**, with Buck Capability Centre Private Limited (A division of Buck Global LLC.) hereinafter referred to as "Company" on the following terms and conditions:

1. Your CTC will be **Rs 350000 (Rupees Three Lakh Fifty Thousand Only)** per annum as specified in the Offer Annexure. The Company will deduct taxes as appropriate and consistent with the Indian Tax Regulations from time to time. You will be responsible for your tax liabilities under applicable tax laws and regulations. The Company shall also have the right to vary, amend and modify any item of the salary package including the benefits as per the Company policy and procedures and as per any law prevalent in the Country.

1.1

As informed earlier during the pre-placement session, you are required to sign a service agreement with Buck which is notarized by a Notary Public on the date of joining. T&C of Service agreement unless earlier terminated pursuant to the terms and provisions of this agreement, this agreement shall have a term (The "Term") of One years (including 6 months training period) following the date of joining. You shall not be entitled to resign during this period of one year. Any violation of this clause will result in payment of Rupees One Lakh (Rs.1,00,000/-). The company will not entertain any reference check inquiries made in future regarding the concerned person

Regd. Office: Plot no 52, Industrial area phase-II, Chandigarh, 160002  
Website: [www.buck.com](http://www.buck.com) | CIN: U74995CH2018PTC043338



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2. You may be required to work in shifts. Your work schedule will be provided to you by your Manager/Supervisor upon your joining.
3. National and Festival holidays will be provided to you in accordance with the applicable law.
4. Your place of work will be at our SEZ unit located at **Buck Capability Centre Private Limited, Unit 1106, Lulu Cyber Tower 2, Infopark Phase 1, Kakkanad, Kochi, Kerala, India**. However, your services are transferable, and you may be assigned to any location in India or abroad where the Company or any of its affiliates, associates, subsidiaries or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
5. Your employment is conditional on your clearing the graduation and will stand terminated in case you are unable to produce your graduation certificate within 1 year from your date of joining.
6. You will be on probation for six calendar months, which may be extended by the Company at its discretion. Your probation period will be considered completed only upon receiving notification in writing from the Company.
7. During probation, either party may terminate this contract by giving 30 days prior notice in writing or upon payment of 30 days salary in lieu thereof. Post confirmation of your employment, either party may terminate this contract by giving a prior written notice of **three** calendar months in the first two years to the other party or upon payment of salary in lieu thereof. After 2 years, either party may terminate the contract by giving a prior written notice of **two** calendar months. If you terminate the contract within a period of 12(Twelve) months from the date of your joining, you will immediately pay to the company the amount as per the Employment Agreement signed by you in addition to the notice period or salary in lieu thereof. At its sole discretion and without being bound to do so the Company may waive off the notice period or any part thereof on such terms and conditions as it deems fit. These terms and conditions shall be communicated to you in writing by the Company. The aim of this clause is to minimize unnecessary disruption of business Notwithstanding the above, the Company reserves the right to terminate your employment forthwith if you are found guilty of breach of any policy of the Company or any law or unsatisfactory job performance. Notwithstanding the foregoing, any monies recovered by the Company from you for any unserved portion of your notice period shall be subject to the applicable Goods and Services Tax.
8. Absence for a continuous period of 10 days without prior approval of your superior (including overstay of leave/training), will be treated as abandonment of service.
9. You will automatically retire on attaining the age of 58 years. You may also be retired earlier if found medically unfit to carry out the responsibilities allocated to you, by the Company doctor.
10. **CONFLICT OF INTEREST**

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Whilst employed by the Company:

- 10.a You will devote your entire time and energy in the services of the Company and you shall not do or suffer to be done directly or indirectly anything that puts you in conflict with the Company's business, time or assets. In case you are or feel that you may be in a position that conflicts with this clause, you will forthwith inform the HR Department of the Company and act as per their instructions.
- 10.b. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.
- 10.c. Except in proper course of your employment, or, thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential.
- 10.d. You confirm that you have disclosed fully all of your business interests in the Company and also agree to disclose fully and completely to the Company, any such interests that may arise during your course of employment. This shall not only be applicable to you but shall be applicable to your immediate family members.
- 10e. You shall not without the prior written consent of the Company during the continuance of your employment be engaged or interested either directly or indirectly in any capacity in any trade, business, occupation or activity which in the opinion of the Company may hinder or otherwise interfere with the performance of your duties or which may conflict with the interests and business of the Company. Neither shall you hold any directorship in any other Company without the prior written consent of the Company.
11. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant stringent disciplinary action from the Company.
12. Upon separation from the Company, you will be required to immediately return to the Company, all assets and property (including any leased property) of the Company including documents, files, books, papers and memos in your possession or custody.
13. NON-SOLICITATION

- 13a. As the services to be rendered by you on behalf of the Company are of a special, unique and extraordinary character, you agree that (a) whilst you are employee by the Company pursuant to the terms of this letter; and (b) for a period of twelve (12) months after the termination of your employment with the Company howsoever arising, you will not, directly or indirectly, either on your behalf or on behalf of any person, without the prior written consent of the Company, as the case may be.
- 13b. Attempt in any manner to persuade any client or supplier of the Company to cease to do business or to reduce the amount of business which such client or supplier has customarily done or contemplates doing with the Company, regardless whether the relationship between the Company and such client or supplier was originally established, in whole or in part, through your efforts.
- 13c. Employ or offer employment in any capacity to or enter into or offer to enter into association, partnership or joint venture with any person who is then in the Company's employment or was in the Company's employment within twelve (12) months prior to your termination of employment; or
- 13.d Solicit any business or orders of any client of the Company unless such solicitations are rendered as an employee of the Company, or render any services of the type usually rendered by the Company for any such client of the Company (unless such services are rendered as an employee of the Company), notwithstanding that the relationship between the Company and such client was originally established in whole or in part, through your part.

#### 14. CONFIDENTIALITY

- 14a. You shall not at any time during or after the termination of your employment with the Company, use to the detriment or prejudice of the Company any confidential, proprietary or secret information or data concerning the clients, business or affairs of the Company, its related corporations or any client of the Company or its related corporations which you obtained or had access to pursuant to your employment hereunder. You shall observe utmost confidentiality and secrecy of all information received by you or entrusted to you in the course of your employment, and you shall act with utmost fidelity. Except as authorized or required by your duties, you shall not reveal to any person or Company any confidential information, trade secrets or information concerning the organization, business, finances, transactions or operations of the Company or that of its related corporations, nor shall you use the same for your own benefit nor for the benefit of third parties. The above restrictions shall continue to apply 12 months after termination of your employment. This shall cease to apply to information which has been made public by the Company.

- 14b. Your individual remuneration is purely a matter between yourself and the Company and has been arrived on the basis of your specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as Personal and Confidential.
15. COMPANY POLICIES
- 15a. You are obliged to observe and comply with the Company's policies and practices, service rules and regulations as applicable. The Company shall have the right to vary or modify any or all of the terms and conditions of service which shall be binding on you. These may, at the Company's discretion, be set out in a Company Handbook issued by the Company to members of its staff or the Intranet. The Terms and Conditions of the Employee Handbook may be amended or varied at any time by the Company and you will be duly informed.
- 15b. You will abide by the Company's service rules and regulations, leave, etc. as applicable from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions of service which shall be binding on you.
16. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by registered post to you at your address in India, as recorded with the Company. You shall inform the Company of any change in your personal data within 3 days' time.
17. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company disciplinary policy in force.
18. This letter and Annexures constitutes the entire agreement between the parties and supersedes all previous oral/written communications, representations, understanding and agreements between the parties, if any. The terms contained herein can be amended or modified at any time by the Company and you will be duly informed in writing. At the time of joining services you may be required to accept and sign certain documents, including documents relating to confidential information and work product ownership. Such documents shall also form a part and parcel of this employment agreement.
19. Notwithstanding anything contained to the contrary in this appointment letter, you shall clear the background verification/criminal and/or drug Test, if any. If you fail to clear the same as afore said this appointment letter shall automatically lapse and your services from the Company shall stand automatically terminated without liability and without any further notice or reference to you.  
Your assignment is effective from **4<sup>th</sup> October 2021**.

20. DOCUMENTS REQUIRED

- Copy of Birth Certificate / 10th Standard Certificate
- Copy of all Academic & Professional Certificates starting 10th and 12th along with marks sheet
- Relieving certificates from all past employers\*
- Five recent passport size photographs of self
- Last drawn salary slip
- Copy of address proof
- Photocopy of passport (Mandatory)
- Photocopy of PAN Card (Mandatory)
- Resignation Acceptance from the last employer may be submitted at the time of joining, however the relieving letter is required to be submitted within one month from the date of joining.

10. ACCEPTANCE OF OFFER OF APPOINTMENT

To accept this Offer, please fill up the attached Acceptance Form along with the Annexure(s), if any, and return it to us immediately. If we do not receive your acceptance one week from the date of this letter, this Offer of Appointment will lapse. We look forward to your commencing work with the Company, and to your being part of Buck.

Yours Sincerely,

With Warm Regards,

**For Buck Capability Centre Private Limited,**



**SHEEBA OOMMEN  
SENIOR HR MANAGER**



**PRADESIKA DIGITAL INTERNET AND COMMUNICATION LIMITED**  
 Reg. No. U92130 KL2008 PLC 022891  
 CE 34/1043B, K V CHAMBERS, OPP. YATHRI NIVAS, THAVAKKARA,  
 KANNUR - 670002, KERALA, INDIA PH: 0497 2764433

Reference No PDIC/HR/KNR/PRB/2021

18 Jul 2021

To

NIMISHA RAJEEV P  
 Pallikunnumal House  
 Oladathasha  
 Nr Ayyan Kovil  
 PO Azhikode  
 Kannur

**APPOINTMENT LETTER ON PROBATION - AREA NETWORK ENGINEER**

1. Reference to your application dated 10 Jul 2021.
2. With reference to your application and subsequent interview with us we take pleasure in provisionally offering you employment in our organization as **Area Network Engineer** under the following terms and conditions :-

1. Your salary/ Stipend will be which includes as per details given below :-

(a)	Basic	0
(b)	DA	0
(c)	HRA	0
Gross Monthly Stipend		7500

3. You will be on probation for a period of three months from the date 19 Jul 2021. The management has the discretion to extend your probation for further period of three months. You will continue to remain on probation until your appointment is either terminated or confirmed in writing.
4. During the period of probation, your suitability for regular employee in the Organization will be accessed with reference to your performance aptitude, behaviors, alertness, physical fitness and such other relevant assessment factors and also based on vacancy in the permanent cadre.

*Leena*

**Dr. LEENA A V**  
 PRINCIPAL  
 SREE NARAYANA GURU COLLEGE OF  
 ENGINEERING & TECHNOLOGY  
 PAYYANUR, KANNUR

August 17, 2021

HRD/1002137961/21-22

Ms. Anuja N V  
87, Ward 13  
Naduvallappil, Paravanthatta, P O Korom,  
Payyannur-670307  
India

Ph: +91-9645676845

Dear Anuja,

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 **30-Aug-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.

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

August 17, 2021

HRD/3T/1002137961/21-22

Ms. Anuja N V  
87, Ward 13  
Naduvalappil, Paravanthatta, P O Korom,  
Payyannur-670307  
India

Ph: +91-9645676845

Dear Anuja,

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: 2021.08.17 09:42:53 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

  
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

### **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.

**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

### 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 4,00,000 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.

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

### **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.



**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

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.

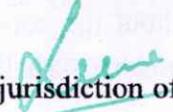
Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of 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.

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR



**ANNEXURE - I**  
**(Compensation during the Training)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Ms. Anuja N V
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,000
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				

*Leena*  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

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

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Anuja N V
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,4'
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>22,250</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

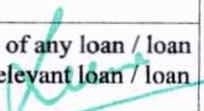
<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
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>		

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)	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

  
**Dr. LEENA A V**  
 PRINCIPAL  
 SREE NARAYANA GURU COLLEGE OF  
 ENGINEERING & TECHNOLOGY  
 YANUR, KANNUR



July 27, 2021

HRD/3T/21-22/1002137961

Ms. Anuja N V  
Candidate ID: 1002137961  
87, Ward 13  
Naduvalappil, Paravanthatta, P O Korom, Via Payyanur, Kannur, Kerala, 670307  
Payyannur - 670307  
Payyannur  
India  
Ph: (91) 96456 76845

Dear Anuja,

### 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 **August 30, 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

**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

February 11, 2022

HRD/3T/1003441551/21-22

Ms. Anupriya KP  
Kizhakkepurayil House  
Kaithapram Sreekandapuram  
Kannur-670631  
India

Ph: +91-7025684998

Dear Anupriya,

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: 2022.02.11 8:28:35 IST  
Reason: Digitally Signed  
Location: Bangalore



**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

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

February 11, 2022

HRD/1003441551/21-22

Ms. Anupriya KP  
Kizhakkepurayil House  
Kaithapram Sreekandapuram  
Kannur-670631  
India

Ph: +91-7025684998

Dear Anupriya,

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 **24-Feb-2022**.

**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.

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

### **Probation and Confirmation**

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### **Compensation and Benefits**

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**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

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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.

**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

### **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.

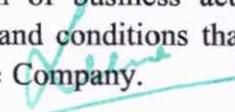
If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to 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.

  
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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. 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.

  
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PAYYANUR, KANNUR

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**

**VP 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 full Name

\_\_\_\_\_  
Location

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.02.11 18:28:35 IST  
Reason: Digitally Signed  
Location: Bangalore



**Dr. LEENA A V**  
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ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

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

**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Ms. Anupriya KP
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 (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

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

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Ms. Anupriya KP
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 (1+2+3)</b>	<b>25,000</b>

<b>4. INCENTIVE COMPONENTS</b>	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
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>				
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

**Dr. LEENA A V**  
PRINCIPAL

**Ref: TCSL/DT20218023359/1712212/De**  
**Date: 22 December 2021**

**MS. NAVYA BHASKARAN**  
307 Chudala,  
Mukkunnu, Thaliparamba,  
Kerala-670502.  
Tel# 918075391134

**Sub: Joining Letter**

Dear Ms. Navya Bhaskaran,

We would like to take this opportunity to  
Limited (TCSL) family.

We are pleased to inform you that your in

  
D. LEE NA  
PRINCIPAL  
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## TCS Xperience Program

Learning is a way of life at TCSL. The TCS help you to scale greater heights in your p

The program is carefully designed to deve inculcate a process mindset. This program gained through the TCS Xplore program,

The duration of your TCS Xperience Prog and business requirements.

The program has regular assessments ba meet the required standards during the T

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**CONGRUEX ASIA-PACIFIC LLP****OFFER LETTER**

Date:- 06-Jul-2021

Dear Aryasree Vijayaraj D  
Velutheri House, Arayambeth, Chirakkal P O, Chirakkal S O, Kannur, Kerala - 670011

Congratulations on being selected for the below mentioned position at **Congruex Asia-Pacific LLP**.

Title- Engineer I  
Grade - 3C  
Employee Code- CCAP12483

We are pleased to extend an Offer of a total compensation of up to **₹335,000/- (Rupees Three Lakh ThirtyFive Thousand Only) (Total CTC)** per annum subject to applicable statutory deductions such as tax deducted at source and/or contractual deduction(s) and as per the terms of your employment contract. Please note that your target total annual consolidated salary is comprised of two components:

- **Base Component:** An amount of **₹275,000/-** out of the **Total CTC (i.e. ₹335,000/-)** will be paid to you in twelve (12) equal installments on monthly basis; and
- **Variable Component:** You will be eligible to receive up to **₹60,000/-** towards 'day shift allowance' and/or 'night shift allowance' and the actual amount will be determined based on the actual number of 'day shifts' or 'night shifts' you work in a year.
- **Flexi Basket Component:** You will be eligible to opt for various allowance under the flexi basket, save additional income tax as per the tax guidelines. You have the freedom to design and choose the components based on your anticipated expenses.

It is hereby clarified that the number of day/night shifts that you will be required to work in a year will solely depend on the business requirements of the Company, which may vary from time to time. Detailed break-up of your salary will be provided in the Offer Letter/Appointment Letter / Employment Agreement, which you shall be expected to execute at the time of your joining or earlier. This offer is subject to the below mentioned terms and conditions:

1. Subject to the discretion of the Company to transfer you at some other place in India and/or overseas, you will be initially based at our Corporate Office location at **Zone A, 12<sup>th</sup> Floor, Quarkcity SEZ, Plot A-40 A, Industrial Estate, Phase VIII-B Extension, Mohali-160059, Punjab.**

SHASHANK  
GOYAL

2. Your employment will commence on Date of Joining **(26-Jul-2021)**.
3. You will be on a probation period of 6 (six) months including 3 (three) months of extensive on the job training. On satisfactory completion of the probation period, your services will be confirmed through a written communication. In case your performance is not found satisfactory, then unless terminated, your probation period may be extended for a suitable period at the sole discretion of the Management.

  
**Dr. LEENA A V**  
PRINCIPAL  
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4. This Offer is subject to your clearance of the Pre-Employment background and reference check. Please submit a copy of your resignation letter duly accepted by your present employer within 2 (two) working days of receipt of this offer letter. Please note that your services may be terminated at any time, including after confirmation, in case any information provided by you is found to be false, wrong and/or incomplete and/or background check reveals information based on which you may found to be unsuitable to work for the Company.
5. Please indicate your acceptance of our employment offer by signing and returning a copy of this Offer Letter and all the documents, mentioned below, within 2 (two) working days of receipt of this Offer Letter else this offer shall be considered withdrawn. Company will provide you with detailed Appointment Letter/Employment Agreement for your execution.
6. In addition to the compensation as mentioned hereinabove, you are also entitled to receive the following additional benefits (subject to applicability of statutory deductions, if any), subject to your eligibility/entitlement:
  - a. You may be provided with Accidental death/disability coverage as per the Company policy and/or subject to applicable laws.
  - b. You may also be provided medical insurance coverage for yourself, spouse and children as per the Company policy.
7. Please send us a self-certified soft copy of the below listed documents along with the acceptance of this Offer at least within 2 (two) working days prior to day/date of joining, you need to bring a complete set of all documents with originals on your joining day.
  - a. Updated Resume
  - b. Color PIC in jpg format (1 along with the soft copy of signed offer letter) and (6 physical copies at the time of your joining)
  - c. Aadhar Card and PAN Card (Color copy mandatory)
  - d. All education documents (10th, 12th, Diploma, Graduation & Postgraduation – As applicable)
  - e. Appointment Letter (Existing employer) **Only for experienced candidate.**
  - f. Copy of Resignation with acknowledgement (Existing employer) **Only for experienced candidate.**
  - g. Last 3 months salary slip (Existing/Last Employer as applicable) **Only for experienced candidate.**
  - h. All experience Letter from previous employers. **Only for experienced candidate.**

Signature Not Verified

REHASHANK  
GOYAL  
This Offer Letter will constitute part of your Employment Agreement/Appointment Letter.  
We look forward to you being a part of the team at the earliest.

Sincerely,  
For Congruex Asia-Pacific LLP,  
Shashank Goyal  
Director, Human Resources



Dr. LEENA A V  
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PAYYANUR, KANNUR

**Salary Annexure**

The salary structure is very competitive and rewards high and quality performance.

Salary Package Details (Break-Up)		
Name	Aryasree Vijayaraj D	
Title	Engineer I	
CCAP ID	CCAP12483	
Base Components	Per Month (INR)	Per Annum (INR)
Basic Salary	₹13,750	₹165,000
House Rent Allowance	₹4,125	₹49,500
Statutory Bonus	₹1,500	₹18,000
Special Allowance	₹1,542	₹18,500
Flexi Basket Component(s) <sup>1</sup>	₹200	₹2,400
Employers' Contribution to Provident Fund <sup>2</sup>	₹1,800	₹21,600
Total Sum of Base Components	₹22,917	₹275,000
Variable Component Night Shift Allowance <sup>3</sup>	Up to ₹60,000	
Variable Component Day Shift Allowance <sup>4</sup>		
Total CTC <sup>5</sup>	₹27,917	₹335,000
Deductions	Per Month (INR)	Per Annum (INR)
Employees' Contribution to Provident Fund	₹1,800	₹21,600
Professional Tax	₹200	₹2,400
Labor Welfare Fund	₹5	₹60
Flexi Basket Component(s) <sup>1</sup>	Per Month (INR)	Per Annum (INR)
Children Education Allowance	₹200	₹2,400

Taxation will be governed by the Income Tax rules, company will deduct tax at source as per income tax guidelines.

<sup>1</sup> Flexi Basket Component(s) – This offers you to design your compensation with flexibility within the defined  
Signature Not Verified  
SHASHANK  
to GOVAL to move the components per your tax plan, which will then be added under 'Special allowance'.

<sup>2</sup> Employer's Contribution to Provident Fund – This will not be paid to you in cash and will be directly deposited into  
your PF account with the Employees Provident Fund Department.

<sup>3</sup> CTC – Total CTC payable to you will vary based on Variable Components earned in a year.

  
Dr. LEENA A V  
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<sup>4</sup> **Night Shift Allowance** – ₹500/- (Rupees five hundred only) for each full working business night, and will be paid to you, only if you are required to work in the night shift.

<sup>5</sup> **Day Shift Allowance** – ₹150/- (Rupees one hundred and fifty only) provided for each full working business day shift.

**Declaration**

I have read, understood and accepted the terms and conditions of the Offer Letter dated \_\_\_\_\_ issued to me.

**Signature:**

**Date:**

**Full Name:**

Sincerely,

For Congruex Asia-Pacific LLP,

Signature Not Verified  
Director, HR, In Resources  
**SHASHANK**  
GOYAL

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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PAYYANUR, KANNUR

**Date: 08-Nov-2021**

**Naveena M**

**Sree Narayana Guru College Of Engineering & Technology**

**Appointment Offer: Test Engineer**

**Dear Naveena M,**

Following your interview with us, we are pleased to appoint you as **Test 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**

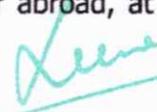
- a) This appointment and continuance of your employment will be subject to you being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the Company. In this regard, you will be receiving a consent form from IBS designated service provider. 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**.

  
**Dr. LEENA A V**  
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PAYYANUR, KANNUR

**ibsoftware**

**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.

Compensation Details		Job Level: 3
I	Fixed Remuneration (A)	Amount in INR
Sl. No.	Component	Monthly
1.	Basic Pay	9,000
2.	HRA	3,600
3.	Special Allowance	10,100
4.	Food Vouchers	2,100
5.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	1,800
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.		

*Leena*  
**Dr. LEENA A V**  
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**ibsoftware**

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.

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## 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

**ibsssoftware**

**IBS Software Private Limited**  
Regd. Office: 521 – 524, Nila, Technopark Campus,  
Trivandrum 695581, Kerala, India.  
CIN: U72200KL2014FTC036668

**Dr. LEENA A V**  
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E-Mail: Corporateaffairs@ibsplc.com  
www.ibsplc.com

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

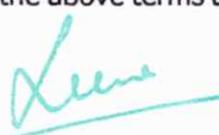
their business relationship with the Company. You acknowledge that any violation to this obligation may result in legal proceedings for actual damages ensued to the Company; or

- 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.

**ibsoftware**

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Trivandrum 695581, Kerala, India.  
CIN: U72200KL2014FTC036668

  
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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:



**ibsoftware**

**IBS Software Private Limited**  
Regd. Office: 521 – 524, Nila, Technopark Campus,  
Trivandrum 695581, Kerala, India.  
CIN: U72200KL2014FTC036668

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January 11, 2022

HRD/3T/1003343518/21-22

Mr. Vipin P V  
Puthiya Veettil,  
Payangadi, Payangadi Rs Po  
Kannur-670358  
India

Ph: +91-8156922510

Dear Vipin,

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**

**VP and Head Human Resources - Infosys Limited**

**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.01.11 19:37:11 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  
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January 11, 2022

HRD/1003343518/21-22

Mr. Vipin P V  
Puthiya Veetil,  
Payangadi, Payangadi Rs Po  
Kannur-670358  
India

Ph: +91-8156922510

Dear Vipin,

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 **17-Jan-2022**.

#### **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.

**Dr. LEENA A V**  
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### **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.

*Dr. Leena A V*  
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PAYYANUR, KANNUR

### **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.

  
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### **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.

  
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PAYANUR, KANNUR

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. 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.

  
**Dr. LEENA A V**  
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**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Mr. Vipin P V
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 (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				



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

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Vipin P V			
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 (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
ACHIEVING 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				

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PRINCIPAL

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PAYYANUR, KANNUR



## BYJU'S The Learning App - On Boarding process

1 message

Deepak Chib <deepak.chib@byjus.com>

Sun, 14 Apr, 2019 at 17:11

To: adarshtv1995@gmail.com, nxsaju@gmail.com, atthri.anand@gmail.com, aswanthsr1997@gmail.com, bbibin1312@gmail.com, razichorath09@gmail.com, Rahul A <arinhikkalrahul@gmail.com>, sahadcp123@gmail.com, vishnuunnihm5@gmail.com

Dear Candidates,  
Thank you for your participation in the recruitment process at BYJU'S.

### Congratulations!!

We are thrilled to inform that you have been selected at **BYJU'S – The Learning App** through our campus connect program and you will begin in the position of **Business Development Intern**.

As the next step to your review process, we would request you to complete below steps: [https://career10.successfactors.com/career?career\\_ns=job\\_listing&company=thinkandle&navBarLevel=JOB\\_SEARCH&rcm\\_site\\_locale=en\\_US&career\\_job\\_req\\_id=1090&selected\\_lang=en\\_US&jobAlertController\\_jobAlertId=&jobAlertController\\_jobAlertName=&s\\_crb=3JU%2fgmFjnR](https://career10.successfactors.com/career?career_ns=job_listing&company=thinkandle&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=1090&selected_lang=en_US&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&s_crb=3JU%2fgmFjnR)

Step1: Register using the following link:

Step2: Complete your details in '**Application Page**'

Step3: Complete the '**My Candidate Profile**' page with education details along with documents and previous employment information.

Step4: After filling please 'SAVE' the page and Click 'I am Done'.

Please use the following link for the step by step process: <https://d24cdstip7q8pz.cloudfront.net/t/20161118180030/content/common/documents/Registration%20Process.docx>

### NOTE:

- **Kindly complete above mentioned registration process within 24 hours from the time you receive this mail**
- **Please ignore the mail, if you have already done with the above-mentioned process.**

Selected candidates will be intimated the on-boarding details via e-mail and a call will be given to explain about the onboarding process and to discuss role and location.

Deepak Chib

Business Development Manager

M +91 9818389521

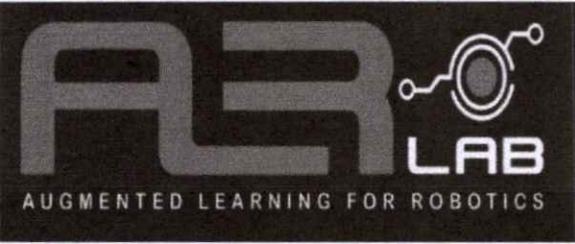
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Royal Oak Mall, Kannur, Kerala | Pincode- 670012

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

21 March 2019

Aswathi Sreekanth  
Puthiyaparambath kozhummal house  
Echilamvayal, vellur P O,  
Payyanur, kannur  
Kerala, 670307  
8848384730

Dear Aswathi Sreekanth,

We are pleased to offer you a position of "Robotics Engineer" in our Company. Your annual salary will be Rs. 3,60,000 inclusive of all allowances and benefits. Your minimum engagement will be initially for a period of 1 year. Your performance will be reviewed through periodical evaluation. Your continuation and fitness for appointment to higher grades will be subject to your being recommended by your Superiors after such evaluation.

If in case, you are found to lack in the requisite standards expected by the Company, your Services may be terminated by giving you notice of one month. In case you opt to leave the Services of the Company, for any reason, you shall be required to give a notice of 15 days, failing the same will treat as breaching of the Employment Agreement and attract penalties as per the terms.

During your engagement with ALR Lab, you will be required to abide by the Code of Conduct prescribed for employees of the Company and any violation therefore will render you liable for termination of your Services.

We're sure you will find exciting challenges and opportunities here. Your joining date will be 1st July 2019. You shall be initially required complete the joining formalities virtually and report to our Head Office at Kannur.

We look forward to your early acceptance of this offer and believe that your background and interests will make your association with us mutually rewarding.

Best Regards,  
Naheem .T.P.  
Managing Director

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

  
**Naheem T P**  
Managing Director



February 20, 2019

Mr Ayush Raj

Rajbhavan, Azhikode south, kannur, 670009

Dear Ayush Raj ,

Further to our interactions with you, we are pleased to offer you an Internship position in Training Department at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

In addition to the duties that were outlined during your interview, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration during your internship. You are required to be in formals (formal sari for women/business formals for men) for the period of the induction training and subsequently when you travel as a trainer. Your base location and date of joining will be announced shortly.

This internship is strictly full-time. During your internship, you will be paid stipend of Rs.10,000/- out of which Rs.8000 Fixed and Rs.2000 will be performance based plus an accommodation allowance (In the range of Rs.2500 - Rs. 5000, depending upon your base location). A full time offer of employment with CTC of Rs.2.88 lacs per annum may be made based on your performance during the period of internship. It is possible that you may be posted to other base locations (different from your base location during internship) when being made a full-time offer.

Thank you.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd

A handwritten signature in black ink, appearing to read "Arumugam N Vadivelu".

Arumugam N Vadivelu  
Manager- (HR Ops & Strategy)

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**ACCEPTANCE OF OFFER**

*I hereby confirm that I accept the above offer with all its terms and conditions of employment.*

A handwritten signature in green ink, appearing to read "Leena".

**Name & Signature of the candidate with date of acceptance**

**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR



902, Amritha Business Center  
6th Floor, Amritha Towers  
Opp. Maharajas College Ground  
M.G. Road, Ernakulam, Cochin-682 011  
Ph: 0484 4855401, 9995854401, hr@infinizindia.com

**PROVISIONAL OFFER LETTER**

Date: 16 NOV 2018

Dear Mr / Ms SREEROOP SREEDHAR (SNGEET)

Based on the recruitment process that you had with us, we are pleased to offer you the Position of **Business Development Executive / Marketing Executive** at our / one of our client firms.

You are requested to confirm your acceptance on 31<sup>st</sup> July 2019. Conformity should be intimated by call to Infiniz IT Solutions. You can contact us on +914844855401 or +918891556266.

On your confirmation you will be directed to the concerned organization for further process. Your appointment and confirmation will be contingent upon the following conditions:

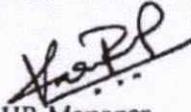
1. You will be on probation and training for a period of 6 months.
2. The take home salary during the probation/training period would not be less than Rs. 10000 per month.
3. After the probation period the salary hike will depend on your performance.
4. The company retains the right to extend the training period if deemed necessary.
5. The employment contract can be terminated with a notice period of one month.
6. The full and final settlement will be processed only after the proper handover of projects and other assets allotted to you by the company.

We welcome you to join Infiniz IT Solutions and look forward to a long and rewarding career with us.

You are requested to sign a copy of this letter as your acceptance and send it across to our corporate office after the telephonic acceptance on 31<sup>st</sup> July 2019.

Note: If we do not receive your call of acceptance on or before 31<sup>st</sup> July 2019, your offer will be cancelled / rejected.

For Infiniz IT Solutions,

  
HR Manager

  
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

  
Candidate Signature



Unit No. 3086, DMCC Business Center, Level No 1, Jewellery & Complex J, Dubai, UAE.  
Contact: +9714 266 4749 info@agilebs.com

### PROVISIONAL OFFER LETTER

Date: 02/05/2019

Dear Mr. / Ms. Shifa Ameez

On behalf of Agile Business Consultancy, we are pleased to offer you the Position of **Business Development Executive / Mechanical Engineer / Civil Engineer** at our / our client firms.

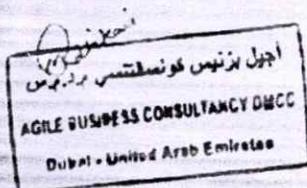
You are requested to confirm your acceptance to Infiniz IT Solutions our associate Company in Kerala, India on or before 1<sup>st</sup> November 2019. Conformity should be intimated by call to Infiniz IT Solutions. You can contact them on +919995854401 or +918891556266. Certificate verification and other process would be carried out by Infiniz IT Solutions.

Your appointment and confirmation will be contingent upon the following conditions:

1. You will be on probation and training for a period of 6 months.
2. Training would be in India.
3. The salary during the probation/training period would be INR 12000 per month.
4. After the probation period the salary hike will depend on your performance.
5. The company retains the right to extend the training period if deemed necessary.
6. The employment contract can be terminated with a notice period of one month.
7. You should make sure that the information given during the interview was true.

We welcome you to join Agile Business Consultancy and look forward to a long and rewarding career with us.

Note: If we do not receive your call of acceptance on or before 1<sup>st</sup> November 2019, your offer would be cancelled/rejected.



Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYANUR, KANNUR