



15th October 2020

Sub: Offer of employment by Pin Click

Dear **HARSHAL KHURPADE**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as **"Property Advisor"**, with effect from **27th January 2021**.

The terms of our offer are as follows:

1. The details of your attached earnings are attached here with Annexure A. Once the PPO is confirmed **5.16 LPA** is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Pune** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such a clearance.
4. You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15 days notice period or 15 days' salary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, clients and partners.



The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK

	Name	HARSHAL KHURPADE	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	27th January 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
Benefits			
B	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with valid driving license.</p> <p>There will be 14 days of training period and an assessment then your payroll will start</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	HARSHAL KHURPADE	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	27th January 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
Benefits			
B	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
		43,000	5,16,000
<p>Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p>			
<ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Income tax and Employee contribution towards PF,ESIC as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at

PinClick Property Management Pvt Ltd.,

Mr.Manik
KinraCo Founder



Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with PinClick I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____

Signature: _____

Date: _____ Anticipated StartDate: _____



EFL/HR/M2/2019

Date:09-Jan-2020

Mr. Somesh Tamchikar,

E bldg. Room no 502 Near Shewale Center Pimpri, Pune, 411018

PUNE

MAHARASHTRA

Dear Somesh Tamchikar,

Further to your interviews with our panel, we are pleased to inform that you have been selected and offered for the following position:

- Internal Designation & Band: **Management Trainee & M 2**
- Department: **Sales SBF**
- Date of Appointment: **27-Jan-2020**
- Location of Job: **Pune**

You shall be entitled to the compensation as mentioned under **Annexure-I**, attached herewith.

Your appointment will be subject to Positive feedback on Reference check & Medical report.

Please sign and return the duplicate of this letter as a token of acceptance of the offer, on the terms and conditions mentioned above as well as in the Annexure I, to HR department as soon as possible.

We welcome you to our organization and look forward to have a long, happy and mutually beneficial association with you in Electronica Finance Ltd.

Yours Sincerely,

Ashwini Shivram

Head - Human Resource

Electronica Finance Limited

Corporated Identification Number of Efl : U65910PN1990PLC057017

www.efl.co.inPune:-411038, Maharashtra (India)Telephone No:- +91 2067290700Toll Free No:- 1800 233 9718 Web:

Registered Address: 128/A, Kailasandra, Paud Road, Kothrud



Annexure-I

Component	Yearly value	Monthly value
Special Allowance	1,03,200	8,600
Basic	1,08,000	9,000
HouseRentAllowance	43,200	3,600
Statutory Bonus	12,300	1,025
Employer PF	21,600	1,800
Performance Linked Incentives	1,50,000	12,500
TotalCostToCompany	4,50,000	37,500
New Educational Allowance	2,400	200
Statutory Bonus Interim	9,300	775
Total CTC	4,50,000	37,500

*Income tax is applicable on Total Net Salary

*Mobile /Conveyance Expenses will be as per Company Policy

*Mediclaim of worth Rs. 2,00,000/- for (You, your spouse, two children & parents)
(60% Mediclaim premium will be borne by the company & 40% by the Employees/annum)

*Group term life insurance sum assured for Rs. 10,00,000/-

* Accidental Insurance sum assured for Rs. 10,00,000/-.

** Variable pay will be paid as company's Policy.

*Employees will be eligible for appraisal who has joined before 30-Sep of respective financial year subject to confirmation & performance.

*Your appointment will be subject to positive feedback on reference check and medical report.

Electronica Finance Limited

Registered Address: 128/A, Kailasandra, Paud Road, Kothrud

Pune:-411038, Maharashtra (India)Telephone No:- +91 2067290700Toll Free No:- 1800 233 9718 Web: www.efl.co.in

Corporated Identification Number of Efl : U65910PN1990PLC057017



Checklist of documents/information to be furnished on the date of joining

1. Self-Attested photocopies of all degrees/certificates in support of the educational /professional qualifications declared by you starting from Xth (SSC).
2. Birth date Proof – Self Attested photocopy of Birth Certificate or Pan Card or Driving License or Passport or Voter I. Card or School Leaving Certificate.
3. Identity Proof – Self attested photocopy of Driving license or Passport Copy.
4. Photocopy of PAN card.
5. Relieving letter of previous employers.
6. Last Pay slips (If not submitted before).
7. 3 Passport size Photographs in Navy blue background.
8. Medical Fitness Certificate

You are requested to carry the originals of the documents for verification at the time of joining.

Electronica Finance Limited
Registered Address: 128/A, Kailasandra, Paud Road, Kothrud
Pune:-411038, Maharashtra (India) Telephone No:- +91 2067290700 Toll Free No:- 1800 233 9718 Web: www.efl.co.in
Corporated Identification Number of Efl : U65910PN1990PLC0570

Mr. Roshan Gajanan Bodade
Pune

Contact No: 9404509442
PAN No: AOPBB3336K

Dear Roshan,

Subject: Employment Letter

We ("the Company") are pleased to offer you the position of **License Compliance Analyst (CLG NE3)** subject to the following:

- (1) You are required to join the Company from **11-Mar-21**. If you accept this offer and fail to join the Company by the date mentioned above or any other date approved by the Company in writing, this offer shall automatically stand cancelled.
- (2) This offer is being made in good faith on the basis of the information and documents provided by you during the recruitment process. The Company reserves the right to conduct background checks, directly or indirectly, to verify such information and documents. If any discrepancies are found in such information or documents or if the results of such background check are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer.
- (3) You will initially be based at the Company's office at **Dassault Systemes Solutions Lab Pvt. Ltd. (Formerly Known as 3D PLM Software Solutions Pvt Ltd.) Agra Fort Bldg, Plot No. 15/B, Rajiv Gandhi InfoTech Park, MIDC Phase 1 Hinjewadi Pune 411057** unless communicated otherwise by the Company prior to your joining.
- (4) Upon joining, your compensation will be as described in [Annexure A](#)
- (5) Your employment will be governed by the terms and conditions detailed in [Annexure B](#) hereto.
- (6) Based on your interview and the Company's assessment, your relevant experience on records will be taken as **0 Years**.
- (7) You shall keep the contents of this offer and any Annexure hereto confidential.
- (8) This offer shall automatically stand withdrawn if we do not receive your acceptance within 7 (seven) calendar days from the date hereof.



Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter.

You are requested to report at the following address by **09:30 AM** on the date of joining mentioned above. Please ask for **Neha BORHADE** to complete the joining formalities. Please bring along the documents listed in Schedule 1 to Annexure B.

Address:

Dassault Systemes Solutions Lab Pvt. Ltd. (Formerly Known as 3D PLM Software Solutions Pvt Ltd.) Agra Fort Bldg, Plot No. 15/B, Rajiv Gandhi InfoTech Park, MIDC Phase 1 Hinjewadi Pune 411057

We understand that you may have queries during your joining period. We would encourage you to contact **Ajinkya Chintalwar (On email: Ajinkya.Chintalwar@3ds.com, Tel.: 7887880114)**

We welcome you into the Dassault Systemes family and look forward to your valued contribution in taking the Company to greater heights. We are sure that our working environment will be conducive to helping you grow professionally as well as personally.

With warm regards,
For **Dassault Systemes Solutions Lab Private Limited,**

Shirish Bavdekar
Head – Talent Acquisition

I have read and understood the terms of this Employment letter and all Annexure thereto. I accept this employment letter and my tentative date of joining is _____.

Name: _____

Date: _____

Signature: _____



ANNEXURE A

Name: Mr. Roshan Gajanan Bodade
Designation: License Compliance Analyst
CLG: NE3
Location: Pune

Compensation Components:

A. Basic Salary	Monthly	Annually
Basic	15,100	181,200
Sub Total A	15,100	181,200
B. Allowances		
House Rent Allowance	1,510	18,120
Flexible Benefits	4,753	57,030
Statutory Bonus	3,600	43,200
Superannuation Contribution	-	-
Sub Total B	9,863	118,350
Total (A+B)	24,963	299,550
C. Variable Compensation		
Variable Pay	-	-
Sub Total C	-	-
On Target Earning -OTE (A+B+C)	24,963	299,550
D. Benefits		
PF Contribution	1,812	21,744
Gratuity (As Per Act)	726	8,716
Medical & Personal Accident Insurance	417	5,000
Sub Total D	2,955	35,460
CTC (A+B+C+D)	27,917	335,010

For Dassault Systemes Solutions Lab Private Limited,

Shirish Bavdekar
Head – Talent Acquisition



Note:

- Annual Compensation Revision (ACR) for all eligible employees is processed in April as per company policy. Employee joining on or before 30th September in the current year is eligible for Annual Compensation Revision in the subsequent year effective 1st April, on pro-rated basis. Compensation revision will be decided on the basis of your performance and organization's decision on compensation revision.
- The above compensation structure may be changed by the Company, at its sole discretion, from time to time.
- The Basic salary component will be used for computation of your retiral benefits.

SALARY COMPONENT'S DESCRIPTION:

1. Flexible Benefits

Flexible Benefits component shows total entitlement from which employee can claim a legitimate tax-free income as far as admissible under statute.

2. Telephone Reimbursement (as per the Company's existing policy):

You can claim reimbursement of expenses incurred on telephone, mobile or internet connection against valid original bills (i.e. original bills for the period you are in employment with the Company issued in your name within the same financial year in which the claim is made). Any amount that is not supported by valid original bills, will be paid along with salary for March, subject to deduction of tax at source.

3. Lunch Allowance:

Lunch Allowance is an optional component in your salary which if opted, will be paid in form of Sodexo Coupons on a monthly basis. If you do not opt for Sodexo, then the above indicated amount will be disbursed as Special Allowance in the monthly salary.

4. LTA (Leave Travel Assistance):

One can opt for monthly or one-time disbursement. Monthly disbursement will be subject to deduction of tax at source. Taxability of the one-time disbursement will be subject to production of valid travel proof and applicable tax laws.

5. Statutory Bonus

Statutory Bonus is paid on monthly basis and it includes bonus payout under Payment of Bonus Act. This component is applicable up to CLG 200.

6. Superannuation Contribution:

Employees at the CLG 400 and above are entitled for this benefit.



7. Variable Pay:

Variable Pay is currently paid on a quarterly basis. The amount of Variable Pay specified above is only an indicative figure and actual payout will be based on Company's Variable Pay scheme in existence from time to time.

8. Employer's contribution to Provident Fund:

Your Provident Fund membership begins on the date of joining the Company.

Employee's share of contribution i.e. 12% of your actual monthly basic salary will be deducted from your monthly salary. The salary structure as offered to you contains the Employer's PF contribution which is equal to that of the employee's share of contribution.

9. Insurance Benefits:

It covers contribution to Group Medical Insurance, Group Personal Accident Insurance and Group Life Insurance as per applicable company policy.



ANNEXURE B
TERMS AND CONDITIONS

1. You may be transferred or seconded or deputed to any of the Company's other offices, subsidiaries or affiliates in India or abroad. The Company may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.
2. You may be required to work in shift system as per requirements of your job position.
3. While you are based in India, you will earn leave at the rate of 34 working days paid vacation per financial year (April – March). e.g. Earned Leave (12), Casual Leave (10), Sick Leave (12). This is as per prevalent leave policy.
4. You will use your best efforts in the performance of employment duties assigned to you from time to time and shall, at all times, act in good faith and in the best interests of the Company. While in the service of the Company you shall not, without the express written permission of your reporting manager, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment, whether part time or full time.
5. You may be required to travel in connection with the Company's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection and other allowances according to the Company's then prevailing policy pertaining to such travel.
6. You shall be bound by all the policies, rules, regulations and procedures currently prevailing or that may be established by the Company in future, and any modifications thereof or additions thereto, as may be declared by the Company from time to time. In the event of any conflict between the terms of your offer letter (including any Annexures thereto) and any policy, rules, regulations or procedures of the Company, the terms of the latter shall prevail.
7. **Termination by the Company** – The Company may terminate your services at any time with or without Cause subject to the following:

If the Company terminates your services without Cause, it shall (a) provide you notice of 90 (Ninety) days or such other period stated in the Company's policy prevailing at the time of such termination, or (b) pay you an amount equivalent to the monthly fixed salary for the shortfall in such notice period.

If the Company terminates your services with Cause - Your services may be terminated by the Company without notice for Cause.

"Cause" shall mean:

- a) Your breach of any of these terms or any other agreement signed by you with the Company, or
- b) Your breach of the Company code of conduct, policies, rules, regulations and procedures, or
- c) The Company's background check reveals discrepancies in the information or documents provided by you to the Company during the recruitment process, or
- d) The Company finds your performance unsatisfactory during any period of training or in the discharge of duties assigned to you, or
- e) Any act or omission by you that may have the effect of injuring the reputation or business of the Company or causing loss to the Company, or
- f) Your failure to comply with the instructions specified in Schedule 1 hereto, or
- g) Your Unauthorized absence from work; or
- h) Your insubordination; or
- i) Your misconduct



8. **Termination by Employee** – If you wish to resign from the services of the Company, you shall provide the Company notice of 90 (Ninety) days or such other period stated in the Company’s policy prevailing at the time of such resignation. You are expected to serve the full notice period in order to complete the transition of your duties to an employee identified by the Company. Failure to provide such notice or to serve the entire notice period shall make you liable to pay the Company liquidated damages equivalent to the monthly fixed salary for the shortfall in such notice period.
9. **Termination on Retirement** - Your employment will automatically terminate on retirement. Retirement will occur at the end of the month in which you complete 60 years of age.
10. Without prejudice to the other rights that the Company may have under these terms, the Company may, in its sole discretion, suspend payment of the whole or part of your salary in the event of your failing to comply with the instructions specified in Schedule 1 hereto.
11. You will be required to sign a Confidentiality and IPR Agreement effective from the date of joining to protect the Company’s and its clients’ rights in the information and materials developed by you or disclosed to you during the course of your employment. A copy of the Confidentiality and IPR Agreement can be provided to you, if you so request.
12. Any tax liability arising out of your salary / allowances / benefits shall be borne by you. The Company may deduct such tax liability or any amounts owed by you to the Company from your salary or from any other amounts payable by the Company to you.
13. If you have to undergo any specialized training arranged by the Company, you shall execute a training agreement, if the Company so requires.
14. Without prejudice to other rights available to the Company under these terms or any other agreement executed by you, you will reimburse the Company for all losses, damages, claims or demands (including the costs, expenses and reasonable attorney’s fees on account thereof) arising out of your breach of any of these terms or any other agreement executed by you with the Company or arising out of your gross negligence or refusal to perform your duties. You shall also reimburse the Company, any amounts paid to you that are not part of the compensation described in Annexure A or the Company’s standard benefits published on the Company’s intranet, if you resign from the Company or your services are terminated by the Company for Cause within 12 months from the date of your joining.
15. The validity, construction, interpretation and performance of these terms shall be governed by Indian Laws. Any dispute arising out of these terms shall be subject to the exclusive jurisdiction of courts in Mumbai, India.



Schedule 1 to Annexure B (applicable only for new joinees)

MANDATORY LIST OF DOCUMENTS

Please carry the original documents along with a photocopy on your **Date of Joining**. Originals will be returned after verification on the same day:

- 1) Educational mark sheets & certificates –
 - (i) 10th mark sheet
 - (ii) 12th mark sheet
 - (iii) Graduation – All semester mark sheets & certificates
 - (iv) Post Graduation - All semester mark sheets & certificates
 - (v) Any other certificates
- 2) PAN Card
- 3) Passport
- 4) Driving License
- 5) Aadhaar Card
- 6) Doctor's Certificate in original which must mention the following:
 - (i) Certificate Date (not more than one week prior to date of joining)
 - (ii) Your Full Name
 - (iii) Your Age
 - (iv) Certification that you are of sound physical and mental health and also that you are not suffering from any contagious disease.
 - (v) Blood group.
- 7) Photocopies of service certificates from all the previous employers

You are also requested to carry four passport size color photographs.

Acknowledgement by Candidate

I hereby confirm to submit the above listed documents on my date of joining;

Name: _____ Date: _____

Signature: _____



October 15, 2020

Aditya Vitthal Chikane
48, Uday Colony,
Vadgoan Fhata,
Talegoan Dabhade - 412106

Dear Aditya, ("you", "your", "Employee"),

With reference to your application and interviews with us for the position of Research Analyst, Process Support Services we ("TresVista", "we", "us", "Company") are delighted to extend you an offer to join TresVista on December 07, 2020("date of joining").

The following are the terms and conditions of the offer through this letter ("Offer Letter"):

1. You will undergo a comprehensive new hire training which will commence on your date of joining. It will familiarize you with the culture of the Company along with your job roles and responsibilities. The location of this training will be confirmed closer to your date of joining.
2. Your job location (upon successful completion of training) will be Pune.
3. Your annualized CTC, inclusive of all allowances and bonuses will be up to INR 3,38,600/- (Rupees three lakh thirty-eight thousand and six hundred only) per annum. You must be employed with us at the time of payment to receive this bonus. A detailed salary break-up is attached herewith (Annexure 1).
4. Your Annual Review Period will be from Jan 01 to Dec 31.
5. You will be eligible for a raise in your gross salary from the Annual Review Period beginning Jan 01, 2022. In addition to this, you will also be eligible for a performance bonus for the Annual Review Period ending Dec 31, 2021.
6. Once your service is confirmed, if you desire to resign, you are required to serve one month's notice. In case the Company does not wish to avail your service, it reserves the right to pay gross salary per day in lieu of the Notice Period, net of any lawful deductions.
7. Upon accepting this offer, it is expected that you will not interview with any other company and/or accept any other offers and will decline any other offers previously accepted. You will be required to email a copy of your accepted resignation from your current organization (if any), to hr@tresvista.com within one week from the date of the offer.
8. Going forward, we will communicate with you via emails. You should check your emails regularly and acknowledge our emails, whenever necessary. In case there is a change in your email ID or cell number, from what was mentioned on your job application form, you should notify the HR Department immediately.
9. You must not use, refer or state that you are working at the Company across any social media platforms.
10. Before your joining, we will require you to fulfill several formalities (listed in Annexure 2).
11. All the material given to you, including but not limited to training manuals, policy documents, handbooks (Employee Handbook), brochures is confidential and should be treated as Company property.

TresVista Analytics LLP

8th Floor, IT 8, Qubix SEZ Business Park, Hinjewadi, Pune, Maharashtra, India 411 057 | Ph.: +91 20 6770 4200
LLPIN: AAK-6462 | www.tresvista.com



12. It is necessary for you to have an Android/IOS platform smartphone during your tenure at TresVista.
13. During your employment with the Company, you will work diligently, faithfully and to the best of your abilities and shall perform all the duties entrusted to you.
14. You will respect and uphold the TresVista PACT at all times (Annexure 3).
15. You agree to have understood and accept the terms of the Employment Agreement (Annexure 4).

If you have any questions or would like a more detailed discussion of the terms above, please do not hesitate to contact the HR Department. Failure to adhere to any of the conditions mentioned above will result in an automatic rescinding of this offer.

You understand that this offer stands valid till your date of joining only, and your failure to join the Company on the said date without a prior request to reschedule your joining, agreeable to the Company, shall lead to the revocation of this Offer Letter without any further notice to you.

Kindly sign this Offer Letter signifying your acceptance to the above terms and conditions. We wish you a very prosperous career with us.

Yours Sincerely,

A handwritten signature in black ink that reads "Devrath Banerjee".

Devrath Banerjee
Authorized Signatory

SIGNED AND ACCEPTED

A handwritten signature in blue ink that reads "Aditya".

NAME: ADITYA VITTHAL CHIKANE

DATE: 15/10/2020

Annexure 1: Annualized Salary and Bonus Structure

Research Analyst, Process Support Services	
Basic	105,600
HRA	52,800
Conveyance	19,200
Medical Reimbursement	15,000
Books & Periodicals	2,400
LTA	12,000
Special Allowance	15,000
Other Reimbursements ⁽¹⁾	42,000
Gross	INR 264,000
Provident Fund ⁽²⁾	21,600
Fixed	INR 285,600
Variable Performance Bonus	53,000
CTC ⁽³⁾	INR 338,600
(1) Other Reimbursements include attire, vehicle and telephone reimbursement (2) Mandatory if the employee has an existing PF Account (3) Subject to taxes as per law	

Bonus Structure:

1. Deferred Performance Bonus – A sub-component of the total bonus which is paid as a reward for predetermined minimum performance expectations; payable at the end of the annual review period unless taken in advance as per the employee assistance policy
2. Signing Bonus - A sub-component of the total bonus which is payable upon joining subject to the submission of an undated collateral cheque; to be refunded by the Employee in total, in case of termination of employment prior to the annual review period



3. Variable Performance Bonus - A sub-component of the total bonus that an Employee is eligible for at the end of the annual review period; subject to Company and Employee performance
4. All bonus amounts mentioned in the offer are annualized and will be prorated for the Employee's tenure in the Company at the time of payout
5. Any bonus amounts (including but not limited to Signing Bonus, Deferred performance bonus, Variable performance bonus claimed in advance) are non-realizable for an annual performance rating of 1 or 2. In case the employee receives any such advance bonus amounts, the employee shall return the amount in full to the company
6. The company reserves the right to derive the final payout, which shall be conclusive and binding

SIGNED AND ACCEPTED

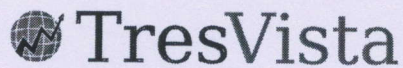
A handwritten signature in blue ink, appearing to read "Aditya", is written over a horizontal line.

Annexure 2: Joining Formalities

1. You must scan and email the following to hr@tresvista.com in one email, within three days from the date of offer, unless notified otherwise:
 - **Employment Agreement** (enclosed herewith): Acknowledge it with your initials on each page and signature on the last page
 - **List of Documents:** The following documents must be saved individually in PDF file format:
 - Passport size photograph (JPEG format)
 - Class 10 and 12 mark sheets and pass certificates
 - Graduation and Post-graduation certificates
 - PAN card
 - Aadhaar card
 - Passport (First and last page)
 - Proof of Residence⁽ⁱ⁾- At least one from the list below:
 - Ration card
 - Complete leave and license agreement (mandatory if you are staying on rent)
 - Voter ID card
 - Driving license (if any)
 - Work experience and relieving letters

(i) Outstation candidates can submit residential proofs once they relocate. In the case of rented accommodation, a registered leave and license agreement/voter ID card will be acceptable.

In case you do not have any of the above, please mention the reason clearly in the email, along with the date of expected submission.
2. **Pre-Employment Medical Checkup:** You will be required to undergo a medical check-up before you join us. Details specified below:
 - The affiliated vendor will reach out to you for scheduling an appointment. The check-up must be completed 15-30 days prior to your date of joining
 - In case you are unable to get the check-up done during the period mentioned, you must ensure the HR department is notified via an email
 - The appointment for the check-up can be scheduled between Monday to Saturday
 - The duration of the check-up may range from 3-4 hours and will start in the morning between 8:00 AM to 9:00 AM (Overnight fasting of 12 hours is required)
 - You will be required to carry a copy of the appointment confirmation sent by the clinic on your email or SMS and your ID proof for the check-up
 - No payment is needed to be made for the check-up
 - The medical reports shall be shared upon request after joining the firm



Annexure 3: TresVista PACT

People

We recognize and value that people are unique and multifaceted. We give people the freedom to contribute to the improvement of the organization. We encourage creativity and support enthusiasm.

Action

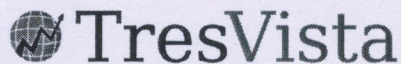
We encourage active decision making and getting the job done. We act rather than react.

Clients

We strive to be close to the customer. We learn from the people we serve in order to continuously improve our quality.

Team

We succeed together.



Annexure 4: Employment Agreement

As an Employee of TresVista, you will be expected to abide by the Company's policies, procedures and rules. By acceptance of this 'Employment Agreement' ("Agreement"), you confirm that you have understood the terms of this Employment Agreement and your Offer Letter and agree and acknowledge to be bound by its terms.

Your employment with TresVista is subject to the terms and conditions set below:

1. TERMS OF EMPLOYMENT

a. Job Title

Your job title will initially be as indicated in your Offer Letter. In the course of your employment with the Company, you shall perform such duties and responsibilities as the Company may delegate to you, modify or alter from time to time. The Company may make changes to your job title, or assign you to a different position in accordance with the requirements of the Company, but will give you reasonable notice before doing so.

You will report to your Manager, and you must perform any duties assigned to you as long as they are consistent with your job title.

b. Commencement of Employment

Your permanent employment with the Company shall commence from the date mentioned in your Offer Letter. This is the date of commencement of your period of continuous employment; no prior employment will form part of your period of continuous employment.

You hereby represent that you are free to accept employment with the Company on the terms of this Agreement, commence the job and duties you are to undertake with effect from the date of joining and not subject to any restrictive covenants or non-compete arrangements whatsoever with your previous employer or any other person (or other arrangements that may in any way prevent, restrict, or limit your ability to execute your duties).

You hereby acknowledge and agree that any offer and subsequent employment with the Company are conditional upon the Company receiving satisfactory references or background check results (including educational, employment and criminal verification) and medical reports. Please note that in the event the Company is not satisfied with any of these, the Company reserves the right to withdraw the offer or terminate your employment with immediate effect.

TresVista Analytics LLP

8th Floor, IT 8, Qubix SEZ Business Park, Hinjewadi, Pune, Maharashtra, India 411 057 | Ph.: +91 20 6770 4200
LLPIN: AAK-6462 | www.tresvista.com

c. Probation and Annual Review

Your Annual Review Period will be as indicated in your Offer Letter. You shall be kept under probation till four months (“Probation Period”) from your date of joining, at which time either you will be confirmed, or your probation period will be extended until the next semi-annual performance review. If your date of confirmation is within the first fifteen days of the month, you will be confirmed on the first business day of that month. If it is after the fifteenth of the month, you will be confirmed on the first business day of the subsequent month. The Company shall issue a formal confirmation letter to you post your successful completion of the Probation Period. In the absence of issuance of a confirmation letter by the Company to you, on or before the completion of the Probation Period, the last date of such Probation Period shall be considered as expiry of this Agreement and end of your employment.

d. Employee Compensation

In consideration of your employment with the Company, you shall be paid salary, perquisites, and benefits as set out in Annexure 1 hereto. This Annexure 1 shall form part and parcel of this Agreement. The compensation payable to you shall be subject to deduction of applicable withholding of taxes and social security contributions as applicable under applicable laws. The Company shall review the compensation at such intervals of time as may be decided by the Company, based on the Company policy. When reviewing compensation, the Company in its reasonable opinion may take into account relevant factors of an appropriate nature (including your performance and that of the Company) and any revision shall be at the discretion of the Company.

e. Place of Work and Travel

You will initially be based from the Company’s offices as indicated in your Offer Letter. Your designated office may change from time to time as per the Company’s requirements. As a normal part of the duties for your position, you may be expected to travel within India and overseas.

f. Leave

You will start to accrue leaves after three months from your date of joining and thereon, your leaves will be calculated on a pro-rata basis through the end of your Annual Review Period. A total of eighteen paid Vacation Days and six paid Personal Days will be available to you on an annual basis. However, you will be eligible to apply for Vacation Days only upon confirmation.

g. Invention

You must disclose all inventions (“Inventions”) to your Manager during the course of your employment with the Company and all such Inventions created by you shall be exclusively



owned, legally and beneficially, by the Company and shall be dealt with or assigned to account in such manner and/or on such terms as the Company considers appropriate. The Company shall not be required to designate you as the author of any Inventions during the period of your employment with the Company.

h. Confidentiality

You must, both during and after the term of your employment, hold in strictest confidence (per applicable norms, rules and regulations) and not use, except for the benefit of the Company, divulge or disclose, disseminate, publish, lecture upon, sell or transfer to any third party (except as required by your employment) or permit any third party, without the Company's prior written permission, to examine and/or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information received during the term of your employment. Such Confidential Information shall be solely and absolutely vested in and owned by the Company, and you shall not have or claim any right, title or interest therein. You must not divulge or disclose to any other employee, your salary or bonus arrangements with the Company. You shall comply with, and do all things necessary to permit the Company to comply with all laws, and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of your duties and functions.

Upon termination of your employment for whatever reason, without retaining any copies, deliver to the Company all working papers and/or other material and copies provided to you pursuant to your employment or prepared by you during the term of your employment.

The obligations under this section shall not apply to information which (i) is or comes into the public domain otherwise than through your unauthorized disclosure, (ii) to the extent that such information is required to be disclosed by any law or any applicable regulatory requirements or by any regulatory body to whose jurisdiction the Company is subject or with whose instructions it is customary to comply under notice to the Company. In such cases, you shall immediately notify the Company and cooperate as reasonably requested by the Company in its attempt to prevent or limit such disclosure, and (iii) to prevent you from using your own personal skill in any business in which you may lawfully be engaged after the termination of your employment, provided such employment is in compliance with Company's policies.

i. Conflict of Interest:

TresVista requires all employees to comply with Company guidelines and ensure that there is no conflict of interest in the context of the nature of services provided by TresVista to its clients. In case of any breach, TresVista has the authority to terminate your employment for cause with immediate effect.



Conflict of interest includes, but is not limited to:

- i. Multiple employment leading to monetary benefit
- ii. Holding more than 1% stake in a company (private or public), sole proprietorship firm or partnership firm (registered or unregistered)
- iii. Partnership or directorship in a private or public firm
- iv. Direct or indirect interest in any activity or business, resulting in monetary gain, whose nature of business is similar to TresVista

The geographic scope of this clause shall extend worldwide to anywhere the Company or any of its affiliates are doing business, has done business or has plans to do business.

j. Complying with Laws and Regulations

You shall respect and comply with all of the laws, rules and regulations applicable to the Company. You must maintain knowledge of the applicable laws and regulations and ensure that all Company's operations, as well as the products and services offered are, in compliance with Indian laws.

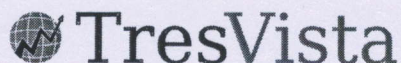
You are obligated to immediately report to your supervisor and/ or senior management situations that may violate these values, appear to be unlawful, are potentially dangerous, may disrupt business, may cause disrepute to the Company or could jeopardize the interests of the Company in any manner whatsoever.

k. Termination and Post Termination

During probation (as indicated in the Offer Letter), either you or the Company may terminate your employment without notice. Upon confirmation, your employment can be terminated by either party, abiding by the notice period (as defined in the Offer Letter). Any relaxation to the notice period shall be at Company's discretion and in accordance with the policies in place. Notwithstanding anything contained herein to the contrary, the Company can terminate the employment with cause on the grounds including, but not limited to, of misconduct, negligence, fraud, dishonesty or breach of this Agreement or of Company's policies and procedures (herein or hereafter). In case the Company terminates you "without cause", you shall be paid a salary of one (1) month, except wherein the termination is due to a force majeure event which has effected the operations of Company's business or rendered your services redundant. Upon termination, you shall be bound by the covenants contained herein and hereafter and accept that such covenants are and will be reasonable and legitimate protections for the Company's business.

l. Data Processing

In the course of your employment with the Company, the Company may obtain or have access to certain information about you and your employment with any previous employers, such as information about your job, appraisals, performance, health, compensation, benefits, training,



absence, education, contact details, disabilities, Unique Identity Number (or equivalent) and information obtained from references or background checks (collectively, "Personal Information"). The Company will use Personal Information in connection with your employment with the Company, to provide you with health insurance and other benefits, and in order to fulfill its legal and regulatory obligations. Due to the global nature of the Company's business and the need to centralize the Company's information and technology storage systems, the Company may transfer, use or store your Personal Information in a country (including the United States) or continent outside the country where you work or live, and may also transfer your Personal Information to its other group companies, to its insurers and third-party service providers as necessary or appropriate in your home country or the United States or other countries, and to any party that it merges with or which purchases all or a substantial portion of its assets, shares, or business (any of which may also be located outside the country or continent where you work or live). The Company may also disclose your Personal Information when it is legally required to do so or to governmental, fiscal or regulatory authorities (for example, to tax authorities in order to calculate your appropriate taxation, compensation or salary payments). The Company may disclose Personal Information as noted above, including to any of the third parties and for any of the reasons listed above, without further notice to you. By signing below, electronically or otherwise, you consent to the Company collecting, retaining, disclosing and using Personal Information as outlined above, and to transfer such information internationally and/or to third parties for these purposes.

2. Liability for Company Events

You, for yourself and for or on behalf of your guest(s) (together the "Participants"), do hereby release, forever discharge and hold harmless the Company, its management, employees, and owners from any and all liability, claims or demands for personal injury, sickness, dismemberment or death, as well as property damages and expenses, of any nature whatsoever which may be incurred by the Participants, that occur while said is participating in any social events with office colleagues, including but not limited to training programs, sporting events, parties, community service, or offsites ("Events").

Furthermore, you assume all risk of personal injury, sickness, death, damage and expense as a result of participation in the Events for the Participants.

Further, should it become necessary for the Participants to return home due to medical reasons, disciplinary action or otherwise, you will assume all related costs.

You represent that the Participants will behave in accordance with the law at all times and indemnify the Company from any damages that may arise as a violation thereof.



3. Other Matters

There is no collective agreement in force in respect of your employment.

- a. The Company shall be entitled without notice to you at any time during or after your employment to set off and/or make deductions from your salary or from any other sums due to you from the Company in respect of any overpayment of any kind made to you or in respect of any debt or other sum due from you.
- b. You warrant that, by entering into this Agreement, you will not be in breach of any express or implied terms of any contract with or of any other obligation to any third-party binding upon you.
- c. The Company may enforce this Agreement in any one or many jurisdictions it chooses, including but not limited to jurisdictions that you may travel in the course of his work. Such areas may include but are not limited to the UK, the United States of America, The United Arab Emirates, India, Singapore, any members of the European Union, and Australia. The Agreement will be governed by the Indian Law. You acknowledge that the remedy at law for breach of this Agreement by you may be inadequate. Accordingly, you agree that upon any such breach, the Company, in addition to all other available remedies (including without limitation seeking an injunction or other equitable relief), shall be entitled to injunctive relief without being required to post bond or other security.
- d. You agree to indemnify and hold harmless the Company against any and all losses, claims, damages, or liabilities to which Company may become subject under any statute, regulation, law, or otherwise, including without limitation, any losses incurred in connection with any settlement of any claim, action or proceeding commenced or threatened, and any and all expenses, including reasonable attorney fees, incurred in connection with investigating or defending any such claim, action, or proceeding as and when incurred, to the extent that any such losses, claims, damages, liabilities, actions, proceedings, or expenses arise out of your fraudulent acts, gross negligence, willful misconduct, or breach of this Agreement, policies or Laws.

You hereby agree to the terms and conditions as set out above and accept employment.

SIGNED AND ACCEPTED

Aditya

NAME: ADITYA VITTHAL CHIKANE

DATE: 15/10/2020

24-Mar-2021

Akshay Pawar

Gurudwara Colony, Akuraj Railway Station, Pune

Maharashtra 411044.

India

Letter of offer

Dear Akshay,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Ops** in **WNS Global Services Pvt. Ltd.**, based at our **Pune-Phursungi** office. The key components of your offer are as detailed below :-

Career band: Your career band would be **Professional**.

Role band: You would be placed in role band **A**.

Title: The title that you would be using both internally and externally would be **Associate - Ops**.

Compensation: Your Total Gross Pay will be **INR 2,56,125 (Indian Rupees Two Lakh, Fifty Six Thousand, One Hundred And Twenty Five Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by **25-Mar-2021**.

Place of work: Your place of work will be **Pune-Phursungi**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

AUSTRALIA

COSTA RICA

INDIA

THE PHILIPPINES

ROMANIA

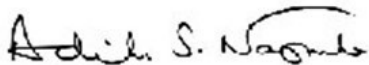
SRI LANKA

UAE

UK

USA

For WNS Global Services Pvt. Ltd.



Adil S Nargolwala
Corporate VP – HR
Head Talent Acquisition Group

Accepted and Agreed

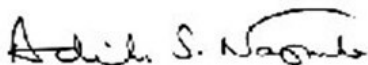
Candidate's Name & Signature

1. TERMS & CONDITIONS:

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (Sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (Sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
- i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs / guidance required to discharge your duties effectively at the cost, efforts and time of the Company. In consideration of such training or skill enhancement programs, you shall serve the

For WNS Global Services Pvt. Ltd.

Accepted and Agreed



Adil S Nargolwala
Corporate VP – HR
Head Talent Acquisition Group

Candidate's Name & Signature

Company for a minimum period of six months from the date of your joining, failing which, the Company reserves the right to recover the losses suffered for imparting such training or skill enhancement programs from you.

- j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.
- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

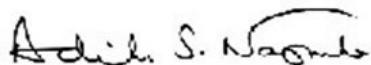
2. OTHER CONDITIONS:

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. 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. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

For WNS Global Services Pvt. Ltd.



Adil S Nargolwala
Corporate VP – HR
Head Talent Acquisition Group

Accepted and Agreed

Candidate's Name & Signature

Annexure I

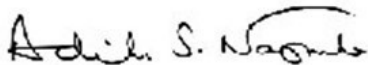
1. You need to furnish the following Documents at the time of joining WNS.

NOTE: Joining will not happen without these documents.

A	Original copy of WNS offer letter
B	DATE OF BIRTH PROOF: Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - 1 copy
C	PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :- (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - 1 copy
D	PERMANENT ADDRESS PROOF : (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - 1 copy . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	EDUCATION QUALIFICATION PROOF : (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	PASSPORT SIZE PHOTOGRAPHS : 5 copies (with Red Background ONLY)
G	PAN NUMBER : Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	Professional Relieving or Experience Letter from previous employer (last 2 employments) or Accepted Resignation Letter from previous employer.
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slip from the Company.
J	Employee ID Proof : (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	Marriage Certificate (if applicable) OR Marriage Affidavit with Couple Photo
L	Self declaration Medical Fitness form : Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Global Services Pvt. Ltd.

Accepted and Agreed



Adil S Nargolwala
Corporate VP – HR
Head Talent Acquisition Group

Candidate's Name & Signature

NOTE:

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

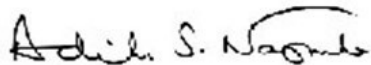
Documents.....

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
 - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
 - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

Information.....

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

For WNS Global Services Pvt. Ltd.



Adil S Nargolwala
Corporate VP – HR
Head Talent Acquisition Group

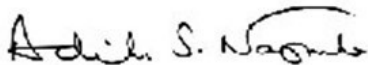
Accepted and Agreed

Candidate's Name & Signature

Annexure II			
Name	:	Akshay Pawar	
Title	:	Associate - Ops	
Role Band	:	A	
BU/EU	:	Travel	
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		8,250	99,000
House Rent Allowance		4,125	49,500
City Compensatory Allowance		1,821	21,854
Sub Total - I	A	14,196	1,70,354
Bonus / Incentive (4)	(a)	2,390	28,675
Company's contribution to Provident Fund (1)		1,209	14,502
Company's contribution to ESI (3)		539	6,468
Sub Total - II	B	4,137	49,646
Total Fixed Pay	C = A + B	18,333	2,20,000
Bonus / Incentive at Maximum Level (4)	(b)	5,400	64,800
Gross Pay (CTC) at Minimum Level	D = C	18,333	2,20,000
Gross Pay (CTC) at Maximum Level	E = D + (b) - (a)	21,344	2,56,125
BENEFITS			
Gratuity payable As per Payment of Gratuity Act, 1972			
Note:			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2)The Company provides following discretionary Insurance benefits: a) Mediciclaim Benefit: For Self or Family Floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the Insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Global Services Pvt. Ltd.

Accepted and Agreed



Adil S Nargolwala
Corporate VP – HR
Head Talent Acquisition Group

Candidate's Name & Signature

July 16, 2020

Akshay Sanjay Disale
Plot No,86/A,"Martand",
Swaraj Nagari, Talegaon Dabhade,
Pune - 410507

Dear Akshay,

With reference to your application and interviews with us for the position of Research Analyst, we are delighted to extend you an offer to join TresVista on August 17, 2020.

The following are the terms and conditions of the offer:

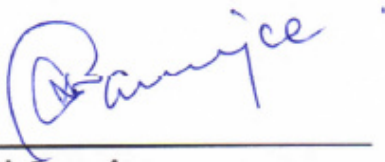
1. You will undergo a comprehensive new hire training which will commence on your date of joining. It will familiarize you with the culture of the Company along with your job roles and responsibilities. The location of this training will be confirmed closer to your date of joining.
2. Your job location post training will be Pune.
3. Your annualized CTC, inclusive of all allowances and bonuses will be up to INR 3,38,600/- (Rupees three lakh thirty-eight thousand and six hundred only) per annum. You must be employed with us at the time of payment to receive this bonus. A detailed salary break-up is attached herewith (Annexure 1).
4. Your Annual Review Period will be from July 01 to June 30.
5. You shall be kept under probation till four months from your date of joining, at which time either you will be confirmed, or your probation period will be extended until the next semi-annual performance review. If your date of confirmation is within the first fifteen days of the month, you will be confirmed on the first of that month. If it is after the fifteenth of the month, you will be confirmed on the first of the subsequent month.
6. You will be eligible for a raise in your gross salary from the Annual Review Period beginning July 01, 2021. In addition to this, you will also be eligible for a performance bonus for the Annual Review Period ending June 30, 2021.
7. Once your service is confirmed, if you desire to resign, you are required to serve one month's notice. In case the Company does not wish to avail your service, it reserves the right to pay gross salary per day in lieu of the Notice Period, net of any lawful deductions.
8. A total of eighteen Vacation Days and six Personal Days will be available to you on an annual basis. You will start to accrue leaves after three months from your date of joining and thereon, your leaves will be calculated on a pro rata basis through the end of your Annual Review Period.
9. Upon accepting this offer, it is expected that you will not interview with any other company and/or accept any other offers and will decline any other offers previously accepted. You will be required to email a copy of your accepted resignation from your current organization (if any), to hr@tresvista.com within one week from the date of the offer.

10. Going forward, we will communicate with you via emails. You should check your emails regularly and acknowledge our emails, whenever necessary. In case there is a change in your email ID or cell number, from what was mentioned on your job application form, you should notify the HR Department immediately.
11. You must not use, refer or state that you are working at the Company across any social media platforms.
12. Before your joining, we will require you to fulfill some formalities (Annexure 2).
13. All the material given to you, including but not limited to training manuals, policy documents, handbooks, brochures is confidential and should be treated as Company property.
14. It is necessary for you to have an Android/IOS platform smartphone during your tenure at TresVista.
15. During your employment with the Company, you will work diligently, faithfully and to the best of your abilities and shall perform all the duties entrusted to you.
16. You will respect and uphold the TresVista PACT at all times (Annexure 3).
17. You agree to have understood and accept the terms of the Employment Agreement (Annexure 4).

If you have any questions or would like a more detailed discussion of the terms above, please do not hesitate to contact the HR Department. Failure to adhere to any of the conditions mentioned above will result in an automatic rescinding of this offer.

Kindly sign this Offer Letter signifying your acceptance to the above terms and conditions. We wish you a very prosperous career with us.

Yours Sincerely,



Devrath Banerjee
Authorized Signatory

SIGNED AND ACCEPTED

NAME: _____

DATE: _____

Annexure 1: Annualized Salary Structure

Research Analyst	
Basic	105,600
HRA	52,800
Conveyance	19,200
Medical Reimbursement	15,000
Books & Periodicals	2,400
LTA	12,000
Special Allowance	15,000
Other Reimbursements ⁽¹⁾	42,000
Gross	INR 264,000
Provident Fund ⁽²⁾	21,600
Fixed	INR 285,600
Maximum Performance Bonus ⁽³⁾	53,000
CTC ⁽⁴⁾	INR 338,600
<p>(1) Other Reimbursements include attire, vehicle and telephone reimbursement (2) Mandatory if an employee has an existing PF Account (3) May range from zero to the maximum limit based on individual and Company performance (4) Subject to taxes as per law</p>	

SIGNED AND ACCEPTED

Annexure 2: Joining Formalities

1. You must scan and email the following to hr@tresvista.com in one email, within three days from the date of offer, unless notified otherwise:
 - **Employment Agreement** (enclosed herewith): Acknowledge it with your initials on each page and signature on the last page
 - **List of Documents:** The following documents must be saved individually in PDF file format:
 - Passport size photograph (JPEG format)
 - Class 10 and 12 mark sheets and pass certificates
 - Graduation and Post-graduation certificates
 - PAN card
 - Aadhaar card
 - Passport (First and last page)
 - Proof of Residence⁽ⁱ⁾- At least one from the list below:
 - Ration card
 - Complete leave and license agreement (mandatory if you are staying on rent)
 - Voter ID card
 - Driving license (if any)
 - Work experience and relieving letters

(i) Outstation candidates can submit residential proofs once they relocate. In the case of rented accommodation, a registered leave and license agreement/voter ID card will be acceptable.

In case you do not have any of the above, please clearly mention the reason in the email, along with the date of expected submission.

2. **Pre-Employment Medical Checkup:** You will be required to undergo a medical checkup before you join us. Details specified below:
 - The affiliated vendor will reach out to you for scheduling an appointment. The checkup must be completed 15-30 days prior to your date of joining
 - In case you are unable to get the checkup done during the period mentioned, you must ensure the HR department is notified via an email
 - The appointment for the checkup can be scheduled between Monday to Saturday
 - The duration of the checkup may range from 3-4 hours and will start in the morning between 8:00 AM to 9:00 AM (Overnight fasting of 12 hours is required)
 - You will be required to carry a copy of the appointment confirmation sent by the clinic on your email or SMS and your ID proof for the checkup
 - No payment is needed to be made for the checkup
 - The medical reports shall be shared upon request after joining the firm

Annexure 3: TresVista PACT

People

We recognize and value that people are unique and multifaceted. We give people the freedom to contribute to the improvement of the organization. We encourage creativity and support enthusiasm.

Action

We encourage active decision making and getting the job done. We act rather than react.

Clients

We strive to be close to the customer. We learn from the people we serve in order to continuously improve our quality.

Team

We succeed together.

Annexure 4: Employment Agreement

As an Employee of TresVista, you will be expected to abide by the Company's policies, procedures and rules. By acceptance of this Employment Agreement, you confirm that you have understood the terms of this Employment Agreement and your Offer Letter and agree and acknowledge to be bound by its terms.

Your employment with TresVista is subject to the terms and conditions set below:

1. Terms of Employment

a. Job Title:

Your job title will initially be as indicated in your Offer Letter. In the course of your employment with the Company, you shall perform such duties and responsibilities as the Company may delegate to you, modify or alter from time to time. The Company may make changes to your job title, or assign you to a different position in accordance with the requirements of the Company, but will give you reasonable notice before doing so.

You will report to your Manager, and you must perform any duties assigned to you as long as they are consistent with your job title.

b. Commencement of Employment:

Your permanent employment with the Company shall commence from the date mentioned in your Offer Letter. This is the date of commencement of your period of continuous employment; no prior employment will form part of your period of continuous employment.

You hereby represent that you are free to accept employment with the Company on the terms of this Agreement, commence the job and duties you are to undertake with effect from the date of joining and not subject to any restrictive covenants or non-compete arrangements whatsoever with your previous employer or any other person (or other arrangements that may in any way prevent, restrict, or limit your ability to execute your duties).

You hereby acknowledge and agree that any offer and subsequent employment with the Company are conditional upon the Company receiving satisfactory references or background check results (including educational, employment and criminal verification) and medical reports. Please note that in the event the Company is not satisfied with any of these, the Company reserves the right to withdraw the offer or terminate your employment with immediate effect.

c. Place of Work and Travel:

You will initially be based from the Company's offices as indicated in your Offer Letter. Your designated office may change from time to time as per the Company's requirements. As a normal part of the duties for your position, you may be expected to travel within India and overseas.

d. Invention:

You must disclose all Inventions to your Manager during the course of your employment with the Company and all such Inventions created by you shall be exclusively owned, legally and beneficially, by the Company and shall be dealt with or assigned to account in such manner and/or on such terms as the Company considers appropriate. The Company shall not be required to designate you as the author of any Invention during the period of your employment with the Company.

e. Confidentiality:

You must, both during and after the term of your employment, hold in strictest confidence (per applicable norms, rules and regulations) and not use, except for the benefit of the Company, divulge or disclose, disseminate, publish, lecture upon, sell or transfer to any third party (except as required by your employment) or permit any third party, without the Company's prior written permission, to examine and/or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information received during the term of your employment. Such Confidential Information shall be solely and absolutely vested in and owned by the Company, and you shall not have or claim any right, title or interest therein. You must not divulge or disclose to any other employee, your salary or bonus arrangements with the Company. You shall comply with, and do all things necessary to permit the Company to comply with all Laws, and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of your duties and functions.

Upon termination of your employment for whatever reason, without retaining any copies, deliver to the Company all working papers and/or other material and copies provided to you pursuant to your employment or prepared by you during the term of your employment.

The obligations under this section shall not apply to information which (i) is or comes into the public domain otherwise than through your unauthorized disclosure, (ii) to the extent that such information is required to be disclosed by any Law or any applicable regulatory requirements or by any regulatory body to whose jurisdiction the Company is subject or with whose instructions it is customary to comply under notice to the Company. In such cases, you shall immediately notify the Company and cooperate as reasonably requested by the Company in its attempt to prevent or limit such disclosure, and (iii) to prevent you from using your own personal skill in any business in which

you may lawfully be engaged after the termination of your employment, provided such employment is in compliance with Company's policies.

f. Conflict of Interest:

TresVista requires all employees to comply with company guidelines and ensure that there is no conflict of interest in the context of the nature of services provided by TresVista to its Clients. In case of any breach, TresVista has the authority to terminate your employment for cause with immediate effect.

Conflict of interest includes but is not limited to:

- i. Multiple employment leading to monetary benefit
- ii. Holding more than 1% stake in a company (private or public), sole proprietorship firm or partnership firm (registered or unregistered)
- iii. Partnership or directorship in a private or public firm
- iv. Direct or indirect interest in any activity or business, resulting in monetary gain, whose nature of business is similar to TresVista

g. Termination and Post Termination:

During probation (as indicated in your offer letter), either you or the Company may terminate your employment without notice. Upon confirmation, your employment can be terminated by either party by abiding by the notice period (as defined in the offer letter). Any relaxation to the notice period shall be at Company's discretion and in accordance with the policies in place. Notwithstanding anything contained herein to the contrary, the Company can terminate the employment with cause on the grounds of including, but not limited to, misconduct, negligence, fraud, dishonesty or breach of this Agreement or of Company's policies and procedures (herein or hereafter). Upon termination, you shall be bound by the covenants contained herein and hereafter and accept that such covenants are and will be reasonable and legitimate protections for the Company's business.

2. Amendments in Terms of Employment

Policies, procedures and rules may be updated, substituted and amended at any time. You must familiarize yourself with the content of the Company policies and comply with it.

3. Liability for Company Events

You, for yourself and for or on behalf of your guest(s) (together the “Participants”), do hereby release, forever discharge and hold harmless the Company, its Management, Employees, and owners from any and all liability, claims or demands for personal injury, sickness, dismemberment or death, as well as property damages and expenses, of any nature whatsoever which may be incurred by the Participants, that occur while said is participating in any social events with office colleagues, including but not limited to training programs, sporting events, parties, community service, or offsites (“Events”).

Furthermore, you assume all risk of personal injury, sickness, death, damage and expense as a result of participation in the Events for the Participants.

Further, should it become necessary for the Participants to return home due to medical reasons, disciplinary action or otherwise, you will assume all related costs.

You represent that the Participants will behave in accordance with the law at all times and indemnify the Company from any damages that may arise as a violation thereof.

4. Other Matters

There is no collective agreement in force in respect of your employment.

- a. The Company shall be entitled without notice to you at any time during or after your employment to set off and/or make deductions from your salary or from any other sums due to you from the Company in respect of any overpayment of any kind made to you or in respect of any debt or other sum due from you.
- b. You warrant that by entering into this Agreement you will not be in breach of any express or implied terms of any contract with or of any other obligation to any third-party binding upon you.
- c. The Company may enforce this Agreement in any one or many jurisdictions it chooses, including but not limited to jurisdictions that you may travel in the course of his work. Such areas may include but are not limited to the UK, the United States of America, The United Arab Emirates, India, Singapore, any members of the European Union, and Australia. The Agreement will be governed by Indian Law. You acknowledge that the remedy at Law for breach of this Agreement by you may be inadequate. Accordingly, you agree that upon any such breach, the Company, in addition to all other available remedies (including without limitation seeking an injunction or other equitable relief), shall be entitled to injunctive relief without being required to post bond or other security.



TresVista
8th Floor, IT 8 Qubix SEZ Business Park
Hinjewadi, Pune
Maharashtra, India 411 057
Ph: +91 20 6770 4200
E-mail: info@tresvista.com
LLPIN No.: AAK-6462

d. You agree to indemnify and hold harmless the Company against any and all losses, claims, damages, or liabilities to which Company may become subject under any statute, regulation, Law, or otherwise, including without limitation, any losses incurred in connection with any settlement of any claim, action or proceeding commenced or threatened, and any and all expenses, including reasonable attorney fees, incurred in connection with investigating or defending any such claim, action, or proceeding as and when incurred, to the extent that any such losses, claims, damages, liabilities, actions, proceedings, or expenses arise out of your fraudulent acts, gross negligence, willful misconduct, or breach of this Agreement, policies or Laws.

You hereby agree to the terms and conditions as set out above and accept employment.

SIGNED AND ACCEPTED

NAME: _____

DATE: _____



Apprenticeship Offer cum Appointment Letter

Date: November 9, 2020

Ms. Apoorva Sangmesh Ekadari

**Flat No 30 A Wing Sukhwani Corner,
NR Vitthal Mandir Akurdi Pune -411035**

Dear Apoorva,

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the Apprenticeship program (hereinafter referred to as “C1”). Your designation under the Program would be an **Analyst**. We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as “**Contract**”). Please return a duly signed duplicate copy of this letter for our records.

Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you.

Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you

Regards,

Sagar Shetty
– Human Resources

Date: November 9, 2020

Dear Apoorva Sangmesh Ekadari,

Further to your Contract dated November 9, 2020, we are pleased to appoint you as **Analyst** under the Apprenticeship program (hereinafter referred to as "C1"). Your training with us will commence on "**November 10, 2020**" and will continue until **May 10, 2021**

Apart from the other policies binding upon you during your tenure with the company, the general terms and conditions under the Program are as follows:

1. Work Location

1.1. Your initial work location will be Pune. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates (whether in India or abroad) as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time.

1.2. In the event of your resignation from the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer including cost incurred by Company on account of your training.

2. Background Verification

2.1. Your appointment is contingent on successful verification of all documents and information provided by you as a part of your recruitment/joining process.

2.2. The Company reserves the right to end this employment agreement with you with immediate effect and without any liability(s) should the results of your background investigation come out as negative. HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.

2.3. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. If the reports of such testing are found to be positive, the organisation withholds the right to initiate suitable action against you, including immediate termination of services.

3. Remuneration, Benefits & Privileges

Please refer to Annexure I for details on your remuneration and benefits applicable during your training period.

4. Training

4.1 The period from “**November 10, 2020 to May 10, 2021**”, as stated in this Contract, constitutes your training period, the successful completion of which would determine the completion of your duration under this Program.

4.2 Notwithstanding the above mentioned clause, the Company reserves the right to put you under a training program with a different training period, as per the requirement of the specific business, the successful completion of which would determine the completion of your duration under the Program.

4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the Company during or after the training period, the Company reserves the right to terminate your Contract under the Program with immediate effect, with a 15 days’ notice period. Without prejudice to clause no. 4.1 and 4.2 as mentioned above, the Company may, during the period of training, terminate the Contract without any notice or payment in lieu of notice should you be found guilty of violation of any of the Company’s policies or breach of Code of Conduct, which may not be conducive to the Company or its reputation.

4.4 After the completion of the aforementioned training period, the Company, at its sole discretion and depending on business requirements, may absorb you on its regular roll, depending upon your assessment parameters and on-the-job performance. The compensation structure that will be applicable in the event you are absorbed on the regular rolls of the Company will be as per Annexure 2.

5. Domain-based Specialized Training

5.1 You may be required to undergo designated specialized trainings, as required under the Program. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product expertise, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as you.

5.2 Further to the above clause, you may be required to enter into a service agreement with the Company on successful completion of your training period and being absorbed as a permanent employee. The details of such Agreement, as applicable, would be conveyed to you.

6. Leaves

6.1 For a period of 6 (six) months during your training period under the Program, you would be eligible for 2 (two) leaves per month. All leaves applied for, will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under the Leave policy of the

Company.

6.2 You are required to acquaint yourself with all the rules and regulations pertaining to leave and attendance upon joining the Company, in order to avoid such instances

7. Separation

7.1. The Contract can be terminated by the Company, by giving you a notice of 15 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total fixed stipend earned for an equivalent period of time.

In case you decide to terminate your employment with the Company, you would be required to serve the notice period of 30 days upon your resignation. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

7.2. Without prejudice to any clause in this contract, the Company also reserves the right to terminate your employment for Reasons mentioned below with immediate effect without any payment in lieu of notice period, whereupon you shall cease to be in the employment of the Company and you shall have no claim whatsoever against the Company for damages or otherwise by reason of such determination.

For the purposes of this Clause 7.2, 'Reason' shall mean as under:

- a. Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being serviced on you by the Company stating the breach; or
- b. You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 6 (six) consecutive months; or
- c. You becoming of unsound mind; or
- d. You are convicted of a criminal offence; or
- e. You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or
- f. You commit any breach of any of your duties or obligations under the Employment Documents; or
- g. You refuse or neglect to comply with any lawful and reasonable orders or directions given to you by the Company; or
- h. You are guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or
- i. You becoming prohibited by law or any order from any regulatory body or government authority from being an employee of the Company; or
- j. You are unable to achieve and maintain a satisfactory level of performance and produce the desired

- results in your performance which are the requirements for meeting your job responsibilities; or
- k. Causing damage to company's property; or
 - l. Going on or abetting a strike in contravention of any law for the time being in force; or
 - m. Committing theft, fraud or dishonesty
 - n. You being found guilty of any unlawful activity including but not limited to threatening of employees, security breaches, harassment including sexual harassment, etc.
 - o. For violation of the Company Code of Conduct and Company Ethics which goes against the ethos of the company.

The list above is suggestive and by no means exclusive. The company further reserves the right to add/amend this list without prior notice, within reasonable limits.

7.3. In the event of continued absence of 3 (three) consecutive working days from work without prior sanction of leave or on remaining absent beyond the period of leave originally granted or subsequently extended, you shall lose lien on your appointment and your name will be struck off from the roll of the Company, treating you to have abandoned your employment as you do not have interest in the Program offered by the Company.

7.4 On termination of your Contract, all work carried out by you – both in physical and digital form – during your employment, shall be immediately returned forthwith to the Company, without exception and with no copy (either part or whole thereof) retained by you in any form.

7.5 When your training under the Contract / Program with the Company ends, for whatever reason, you will promptly deliver to the Company all originals and copies of all documents, records, software programs, media, and other materials containing any confidential information. You will also return to the Company all equipment, files, software programs, and other personal property belonging to the Company and complete the due handover process during the notice period that you are required to serve by the Company. In the event of your failure to do so, you shall be liable to face legal proceedings and compensate the Company for any material loss of business, as determined by the Company at its sole discretion. The Company may withhold your exit clearance and / or full-and-final settlement on account of your breach of the Company's rules and regulations and until it is able to recover the losses incurred by it.

8. Working Hours

The training hours applicable to you will be the same as are observed, depending upon your process and program. The initial shift, location, or program allotted to you may change at any time during the period of Apprenticeship, as decided by the Company's management.

9. Conflict of Interest

9.1. During your service with the company you are expected to devote your whole time and attention to the

company's affairs and refrain from directly or indirectly engaging in any other business. 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 in any trade or business, during your employment with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

9.2. You will not seek membership of any local, public or political bodies or undertake any other business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your employment with the Company as provided in the Employment Documents.

9.3. In case you join or are transferred to the Financial Markets vertical, you may be required to disclose the details of Demat / Trading account held by you and your family members to meet the compliance requirements of the client.

10. Non-Disclosure

10.1. You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

10.2. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

11. Non-Solicitation of Employees and Clients and Non-Compete

11.1. During the term of your employment with the Company and for a period of 6 months thereafter immediately following the termination of employment with the Company for any reason, you shall not –

a. Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment with the Company, or join any other employment or undertake any other activity that is of similar nature so as to give any sort of competition to the business of the Company.

b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company.

c. Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.

d. All business opportunities known to you or made known to you at any time, with respect to and / or

connected with the business of the Company are not referred to any third party but are referred only to the Company and are undertaken in any other company only with the prior written consent of the Board of Directors of the Company (hereinafter referred to as 'the Board').

e. Neither directly nor indirectly own, conduct, engage in, manage, operate, join, control, finance, invest in, bid for, advise or otherwise participate in or in any manner be associated or connected with, whether for or without remuneration, in any business, individual, partnership, firm, corporation, limited liability company or other entity whatsoever similar to or competing directly or indirectly with the business of the Company, its subsidiaries or affiliates nor undertake or be engaged, directly or indirectly in any activities or do any act or thing which would, or is likely to, be detrimental to the interests, business or reputation of the Company, its subsidiaries or affiliates.

12. Jurisdiction

In case of any dispute or difference arising out of or under this contract, resulting into any proceeding before any Authority, Courts etc. in respect of this contract, the same will be subject to the jurisdiction of Mumbai.

13. Applicable Company rules and regulations

You will be governed by the Company's rules and regulations (and practices) as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you

14. Change in Terms and Conditions of your employment

The Company reserves the right to change the terms and conditions of this letter, which would be intimated to you either through changes in the Company's policies or through an amendment to your Contract, or through other means of communication, which would purport to amend the said terms of your Contract. Your Apprentice appointment is contingent upon successful completion of background check; documents submitted by you will be sent for necessary verification and authentication to the background verification agency. If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to the undersigned, duly affixing your full signature on the last page and initials on the remaining pages.

Yours faithfully,

For eClerx Services Limited



Sagar Shetty
-Human Resources

ANNEXURE I

Stipend and Benefits Applicable During the Contract Period

1. Stipend

Your stipend will be Rs. 16,912 per month for the duration of your training. This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company.

The Company will deduct taxes or statutory payments from the stipend, as prescribed by the law of this country from time to time.

2. Benefits

3.1 Group Medical Insurance

a. You are eligible for a floater medical insurance cover of INR 100,000.

b. You may also opt for an additional cover for your family, including your spouse, children, and parents / parents-in-law, post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.

c. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.

3.2 Group Personal Accident Insurance

a. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.

b. The policy covers disablement (temporary and permanent both) and death caused due to accidents.

3.3 Transport

The Company offers subsidized transport to all its employees, basis the local transport policy. Should you wish to avail it, an amount of **INR 1400** will be deductible from your fixed stipend every month.

ANNEXURE II

Salary Structure Applicable on Absorption to the Company's Rolls on Successful Completion of the Training Period

Name: Apoorva Sangmesh Ekadari

Designation: Analyst

Date of Joining: November 10, 2020

SALARY OFFER BREAK-UP	Amount (INR)	Annual Amount(INR)
Basic Pay	8,456	101,472
House Rent Allowance	423	5,076
Other Allowance	3,766	45,192
Monthly Fixed Compensation	15,445	185,340
Retiral Fund	1,467	17,604
Monthly Total Compensation	16,912	202,944
Annual Total Compensation		202,944
Performance Bonus (Upto)	1,353	16,236
Cost To Company		219,180
Gratuity		4,881
Total Cost To Company		224,061

4. The Company is also pleased to extend the following benefits to you:

4.1 Group Medical Insurance

- a. You are eligible for floater medical insurance cover of INR 100,000 which covers yourself
- b. You may also opt for additional cover for your family including your spouse, children and parents / parents-in-law post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary

4.2 Group Personal Accident Insurance

- a. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- b. The policy covers disablement (temporary and permanent both) and death caused due to accidents

4.3 Night Shift Allowance

- a. In case you are required to work in the night shift on account of process or client requirements, you will be eligible to receive Night Shift Allowance
- b. The amount paid to you will depend on your designation, number of nights shifts worked and all other rules as may be specified by the company policies.

4.4 Language Allowance

- a. In case you're hired for a role that requires proficiency on a foreign language, you shall be eligible to be paid a Language Allowance along with your monthly salary
- b. The same will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency

4.5 Transport

- a. The Company offers subsidized transport to its employees, basis the local transport
- b. Should you wish to avail, an amount of INR **1400** will be deductible from your fixed stipend every

Other Notes:**1. Taxation**

- a. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your compensation.
- b. The Company shall be entitled to deduct from your compensation, income tax, other taxes and levies which it is liable to deduct at source.

2. Gratuity

On being absorbed as an employee on the rolls of the Company after the successful completion of your Program, your tenure as Apprentice would be counted towards gratuity entitlement, for the purposes of the Payment of Gratuity Act, 1972 and the amendments made thereafter. Gratuity is payable for the duration you were under the training period at eClerx.

3. Performance Bonus

- a. The performance bonus mentioned in the aforementioned table includes complete liability of the Company on bonus payments to you, including those required by statute.
- b. Bonus payout is contingent on your performance, and will be prorated basis the date of joining or changes in stipend as per the Company's

For eClerx Services Limited,



Offered By: Sagar Shetty
Designation: – Human Resources

Accepted by: _____

(Name and Signature)

Date:

Name- Apoorva Sangmesh Ekadari

Date of Joining- 10.11.2020

Date:01-12-2020

Welcome Note

Dear Ms. Himali Mahajan,

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to [Click here to log in Randstad Portal](#)
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

Our Core Values: As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

To Know - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

To Serve - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

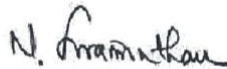
To Trust - We are respectful. We value our relationships and treat people well.

Striving For Perfection - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

Simultaneous Promotion Of All Interests - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.



N Swaminathan Iyer
Vice President - SSC

Date: 01-12-2020

Ms. Himali Mahajan,

DEPUTATION LETTER

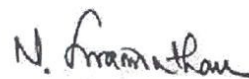
Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED with effect from 01-01-2020 at their PUNE office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 01-01-2020 be required to work at our client's office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED.
5. You shall be bound to follow the working hours of BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED and use such information only in connection with the service provided to BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED. This arrangement is purely a contractual agreement between Randstad and BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED entrusted to you in the due discharge of your duties and shall indemnify BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Yours truly,
For Randstad India Pvt Ltd.



N Swaminathan Iyer
Vice President - SSC

I, Prajakta Shrikant Kakade have read and hereby accept the above mentioned terms and conditions

Signature :



SYMBIOSIS OPEN EDUCATION SOCIETY

Founder: Prof. Dr. S. B. Mujumdar M.Sc. Ph. D.
(Awarded Padma Bhushan by President of India)

SOES/P/2021/483

Date: 21/09/2021

To
Ms. Janvi Sathe
Pune.

Subject: Offer of Employment from Symbiosis Open Education Society

Dear Janvi,

Warm Greetings from Symbiosis!

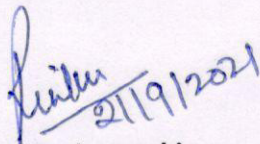
1. This has reference to your application and subsequent interview held on 20.09.2021
2. We are pleased to offer you the position of "Coordinator" at 'Symbiosis Centre of Online Learning' on the terms and conditions discussed and agreed upon at the time of interview.
3. You will be paid CTC Rs.26589/- per month. Your Gross salary will be Rs.23,198/- per month Including Basic, DA, HRA,CCA,TA etc. (Detail Salary structure is attached here with)
4. This offer is valid, subject to your being declared medically fit in pre-employment medical examination and suitable reference check.
5. We are requesting you to share following details of the references whom you report directly in your employment. Out of them, one shall be from your current employment.
 - Name of the person, Designation and Organization
 - Your professional association with the person
 - Tenure for which you worked under the person
 - Contact no. and e mail id
6. As a part of our recruitment process, you need to undergo pre-employment medical check-up within one week from the date of acceptance of this offer at ELTIS, Symbiosis Centre of Health Care, Model Colony, Pune at your own cost. On receipt of fitness certificate and satisfactory feedback from the referees, you will receive a Medical & Reference clearance letter from us in order to initiate exit formalities from the current employment.

7. You will be required to provide us the copy of resignation acceptance letter from your current employer along with your tentative date on joining within 07 days from receipt of above mentioned Medical & Reference Clearance letter, failing which this offer shall stand canceled with immediate effect.
8. Please confirm your acceptance of this offer through Email within 2 working days failing which this offer shall automatically stand null and void.

We look forward to your association with Symbiosis family.

Thanking you,

With warm regards,



Dr. Rinku Raghuvanshi
Head HR

Encl:

1. Details of Salary structure
2. Job Description

Details of Salary Structure

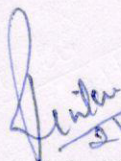
PAY BAND - 5200-20200		GRADE PAY -1900	
I	Salary Heads	Monthly	Annually
i	Basic	8,186	98,232
ii	Grade Pay	1,900	22,800
iii	Total Basic (i+ii)	10,086	1,21,032
iv	DA (100 % of Total Basic)	10,086	1,21,032
v	HRA (30% of Total Basic)	3,026	36,310
	Total Gross (Total - iii to v)	23,198	2,78,374
II	Retirement Benefits		
vi	Provident Fund	2,421	29,048
vii	Gratuity (4.81% on GB+DA)	970	11,643
	Total (vi+vii)	3,391	40,691
I+II	CTC	26,589	319065

Rinku
21/9/2021

Dr. Rinku Raghuvanshi
Head HR

Job Description

- Ensure implementation of policies and practices
- Help build positive relations within the team and external parties
- Schedule and organize meetings/events and maintain agenda
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
- Develop comprehensive reports on ongoing programs and submit summary reports to Director each month
- Keep all members of the team up-to-date with relevant project information
- Communicate with team members to ensure maximum efficiency
- Create presentations, summaries and helping materials to ensure better communication and company-wide understanding of the program
- Assist with planning and coordination of programs and their activities
- Prioritizes conflicting needs; handles matter expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Works closely and effectively with the Director to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the Director updated.
- Carry out any other duties and responsibilities as maybe assigned
- Liaison with student and faculty for smooth delivery of course content.


21/9/2021

Dr. Rinku Raghuvanshi
Head HR



Letter of Intent-Final Placement

Date: January 13, 2020

Dear Kapil Vinayakrao Meshram,

We are pleased to make an offer to you with IndiaMART InterMESH Ltd. as follows:

Position - Executive – Client Acquisition

CTC - 2, 52,600/- LPA

Location –Pan India

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Perna Hajela
AVP -Human Resources



Documents required for issuing the offer letter

We request you to send the below listed documents at Priyanka.bhardwaj@indiamart.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card (*Please apply if you do not possess one and share acknowledgement with us*)
2. Aadhar Card (*Please apply if you do not possess one and share acknowledgement with us*)
3. Valid Driving License and 2-Wheeler RC
4. 10thMarksheet
5. 12th Marksheet
6. All semester wise marksheet for Graduation (*in case of any backlog, please share all marksheets*)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institute or Provisional Degree

Should you have any queries, please feel free to contact Ms. Priyanka Bhardwaj@7290043726

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

July 16, 2020

Kunal Bhegade
35/4, Balaji Vishva, Panchavati Colony,
Talegaon Dabhade, Maval, Near Balvikas School,
Pune - 410506

Dear Kunal,

With reference to your application and interviews with us for the position of Research Analyst, we are delighted to extend you an offer to join TresVista on August 17, 2020.

The following are the terms and conditions of the offer:

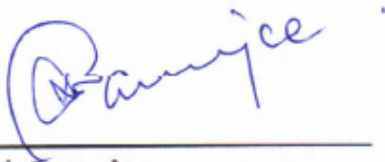
1. You will undergo a comprehensive new hire training which will commence on your date of joining. It will familiarize you with the culture of the Company along with your job roles and responsibilities. The location of this training will be confirmed closer to your date of joining.
2. Your job location post training will be Pune.
3. Your annualized CTC, inclusive of all allowances and bonuses will be up to INR 3,38,600/- (Rupees three lakh thirty-eight thousand and six hundred only) per annum. You must be employed with us at the time of payment to receive this bonus. A detailed salary break-up is attached herewith (Annexure 1).
4. Your Annual Review Period will be from July 01 to June 30.
5. You shall be kept under probation till four months from your date of joining, at which time either you will be confirmed, or your probation period will be extended until the next semi-annual performance review. If your date of confirmation is within the first fifteen days of the month, you will be confirmed on the first of that month. If it is after the fifteenth of the month, you will be confirmed on the first of the subsequent month.
6. You will be eligible for a raise in your gross salary from the Annual Review Period beginning July 01, 2021. In addition to this, you will also be eligible for a performance bonus for the Annual Review Period ending June 30, 2021.
7. Once your service is confirmed, if you desire to resign, you are required to serve one month's notice. In case the Company does not wish to avail your service, it reserves the right to pay gross salary per day in lieu of the Notice Period, net of any lawful deductions.
8. A total of eighteen Vacation Days and six Personal Days will be available to you on an annual basis. You will start to accrue leaves after three months from your date of joining and thereon, your leaves will be calculated on a pro rata basis through the end of your Annual Review Period.
9. Upon accepting this offer, it is expected that you will not interview with any other company and/or accept any other offers and will decline any other offers previously accepted. You will be required to email a copy of your accepted resignation from your current organization (if any), to hr@tresvista.com within one week from the date of the offer.

10. Going forward, we will communicate with you via emails. You should check your emails regularly and acknowledge our emails, whenever necessary. In case there is a change in your email ID or cell number, from what was mentioned on your job application form, you should notify the HR Department immediately.
11. You must not use, refer or state that you are working at the Company across any social media platforms.
12. Before your joining, we will require you to fulfill some formalities (Annexure 2).
13. All the material given to you, including but not limited to training manuals, policy documents, handbooks, brochures is confidential and should be treated as Company property.
14. It is necessary for you to have an Android/IOS platform smartphone during your tenure at TresVista.
15. During your employment with the Company, you will work diligently, faithfully and to the best of your abilities and shall perform all the duties entrusted to you.
16. You will respect and uphold the TresVista PACT at all times (Annexure 3).
17. You agree to have understood and accept the terms of the Employment Agreement (Annexure 4).

If you have any questions or would like a more detailed discussion of the terms above, please do not hesitate to contact the HR Department. Failure to adhere to any of the conditions mentioned above will result in an automatic rescinding of this offer.

Kindly sign this Offer Letter signifying your acceptance to the above terms and conditions. We wish you a very prosperous career with us.

Yours Sincerely,



Devrath Banerjee
Authorized Signatory

SIGNED AND ACCEPTED

NAME: _____

DATE: _____

Annexure 1: Annualized Salary Structure

Research Analyst	
Basic	105,600
HRA	52,800
Conveyance	19,200
Medical Reimbursement	15,000
Books & Periodicals	2,400
LTA	12,000
Special Allowance	15,000
Other Reimbursements ⁽¹⁾	42,000
Gross	INR 264,000
Provident Fund ⁽²⁾	21,600
Fixed	INR 285,600
Maximum Performance Bonus ⁽³⁾	53,000
CTC ⁽⁴⁾	INR 338,600
<p>(1) Other Reimbursements include attire, vehicle and telephone reimbursement (2) Mandatory if an employee has an existing PF Account (3) May range from zero to the maximum limit based on individual and Company performance (4) Subject to taxes as per law</p>	

SIGNED AND ACCEPTED

Annexure 2: Joining Formalities

1. You must scan and email the following to hr@tresvista.com in one email, within three days from the date of offer, unless notified otherwise:
 - **Employment Agreement** (enclosed herewith): Acknowledge it with your initials on each page and signature on the last page
 - **List of Documents:** The following documents must be saved individually in PDF file format:
 - Passport size photograph (JPEG format)
 - Class 10 and 12 mark sheets and pass certificates
 - Graduation and Post-graduation certificates
 - PAN card
 - Aadhaar card
 - Passport (First and last page)
 - Proof of Residence⁽ⁱ⁾- At least one from the list below:
 - Ration card
 - Complete leave and license agreement (mandatory if you are staying on rent)
 - Voter ID card
 - Driving license (if any)
 - Work experience and relieving letters

(i) Outstation candidates can submit residential proofs once they relocate. In the case of rented accommodation, a registered leave and license agreement/voter ID card will be acceptable.

In case you do not have any of the above, please clearly mention the reason in the email, along with the date of expected submission.

2. **Pre-Employment Medical Checkup:** You will be required to undergo a medical checkup before you join us. Details specified below:
 - The affiliated vendor will reach out to you for scheduling an appointment. The checkup must be completed 15-30 days prior to your date of joining
 - In case you are unable to get the checkup done during the period mentioned, you must ensure the HR department is notified via an email
 - The appointment for the checkup can be scheduled between Monday to Saturday
 - The duration of the checkup may range from 3-4 hours and will start in the morning between 8:00 AM to 9:00 AM (Overnight fasting of 12 hours is required)
 - You will be required to carry a copy of the appointment confirmation sent by the clinic on your email or SMS and your ID proof for the checkup
 - No payment is needed to be made for the checkup
 - The medical reports shall be shared upon request after joining the firm

Annexure 3: TresVista PACT

People

We recognize and value that people are unique and multifaceted. We give people the freedom to contribute to the improvement of the organization. We encourage creativity and support enthusiasm.

Action

We encourage active decision making and getting the job done. We act rather than react.

Clients

We strive to be close to the customer. We learn from the people we serve in order to continuously improve our quality.

Team

We succeed together.

Annexure 4: Employment Agreement

As an Employee of TresVista, you will be expected to abide by the Company's policies, procedures and rules. By acceptance of this Employment Agreement, you confirm that you have understood the terms of this Employment Agreement and your Offer Letter and agree and acknowledge to be bound by its terms.

Your employment with TresVista is subject to the terms and conditions set below:

1. Terms of Employment

a. Job Title:

Your job title will initially be as indicated in your Offer Letter. In the course of your employment with the Company, you shall perform such duties and responsibilities as the Company may delegate to you, modify or alter from time to time. The Company may make changes to your job title, or assign you to a different position in accordance with the requirements of the Company, but will give you reasonable notice before doing so.

You will report to your Manager, and you must perform any duties assigned to you as long as they are consistent with your job title.

b. Commencement of Employment:

Your permanent employment with the Company shall commence from the date mentioned in your Offer Letter. This is the date of commencement of your period of continuous employment; no prior employment will form part of your period of continuous employment.

You hereby represent that you are free to accept employment with the Company on the terms of this Agreement, commence the job and duties you are to undertake with effect from the date of joining and not subject to any restrictive covenants or non-compete arrangements whatsoever with your previous employer or any other person (or other arrangements that may in any way prevent, restrict, or limit your ability to execute your duties).

You hereby acknowledge and agree that any offer and subsequent employment with the Company are conditional upon the Company receiving satisfactory references or background check results (including educational, employment and criminal verification) and medical reports. Please note that in the event the Company is not satisfied with any of these, the Company reserves the right to withdraw the offer or terminate your employment with immediate effect.

c. Place of Work and Travel:

You will initially be based from the Company's offices as indicated in your Offer Letter. Your designated office may change from time to time as per the Company's requirements. As a normal part of the duties for your position, you may be expected to travel within India and overseas.

d. Invention:

You must disclose all Inventions to your Manager during the course of your employment with the Company and all such Inventions created by you shall be exclusively owned, legally and beneficially, by the Company and shall be dealt with or assigned to account in such manner and/or on such terms as the Company considers appropriate. The Company shall not be required to designate you as the author of any Invention during the period of your employment with the Company.

e. Confidentiality:

You must, both during and after the term of your employment, hold in strictest confidence (per applicable norms, rules and regulations) and not use, except for the benefit of the Company, divulge or disclose, disseminate, publish, lecture upon, sell or transfer to any third party (except as required by your employment) or permit any third party, without the Company's prior written permission, to examine and/or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information received during the term of your employment. Such Confidential Information shall be solely and absolutely vested in and owned by the Company, and you shall not have or claim any right, title or interest therein. You must not divulge or disclose to any other employee, your salary or bonus arrangements with the Company. You shall comply with, and do all things necessary to permit the Company to comply with all Laws, and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of your duties and functions.

Upon termination of your employment for whatever reason, without retaining any copies, deliver to the Company all working papers and/or other material and copies provided to you pursuant to your employment or prepared by you during the term of your employment.

The obligations under this section shall not apply to information which (i) is or comes into the public domain otherwise than through your unauthorized disclosure, (ii) to the extent that such information is required to be disclosed by any Law or any applicable regulatory requirements or by any regulatory body to whose jurisdiction the Company is subject or with whose instructions it is customary to comply under notice to the Company. In such cases, you shall immediately notify the Company and cooperate as reasonably requested by the Company in its attempt to prevent or limit such disclosure, and (iii) to prevent you from using your own personal skill in any business in which

you may lawfully be engaged after the termination of your employment, provided such employment is in compliance with Company's policies.

f. Conflict of Interest:

TresVista requires all employees to comply with company guidelines and ensure that there is no conflict of interest in the context of the nature of services provided by TresVista to its Clients. In case of any breach, TresVista has the authority to terminate your employment for cause with immediate effect.

Conflict of interest includes but is not limited to:

- i. Multiple employment leading to monetary benefit
- ii. Holding more than 1% stake in a company (private or public), sole proprietorship firm or partnership firm (registered or unregistered)
- iii. Partnership or directorship in a private or public firm
- iv. Direct or indirect interest in any activity or business, resulting in monetary gain, whose nature of business is similar to TresVista

g. Termination and Post Termination:

During probation (as indicated in your offer letter), either you or the Company may terminate your employment without notice. Upon confirmation, your employment can be terminated by either party by abiding by the notice period (as defined in the offer letter). Any relaxation to the notice period shall be at Company's discretion and in accordance with the policies in place. Notwithstanding anything contained herein to the contrary, the Company can terminate the employment with cause on the grounds of including, but not limited to, misconduct, negligence, fraud, dishonesty or breach of this Agreement or of Company's policies and procedures (herein or hereafter). Upon termination, you shall be bound by the covenants contained herein and hereafter and accept that such covenants are and will be reasonable and legitimate protections for the Company's business.

2. Amendments in Terms of Employment

Policies, procedures and rules may be updated, substituted and amended at any time. You must familiarize yourself with the content of the Company policies and comply with it.

3. Liability for Company Events

You, for yourself and for or on behalf of your guest(s) (together the “Participants”), do hereby release, forever discharge and hold harmless the Company, its Management, Employees, and owners from any and all liability, claims or demands for personal injury, sickness, dismemberment or death, as well as property damages and expenses, of any nature whatsoever which may be incurred by the Participants, that occur while said is participating in any social events with office colleagues, including but not limited to training programs, sporting events, parties, community service, or offsites (“Events”).

Furthermore, you assume all risk of personal injury, sickness, death, damage and expense as a result of participation in the Events for the Participants.

Further, should it become necessary for the Participants to return home due to medical reasons, disciplinary action or otherwise, you will assume all related costs.

You represent that the Participants will behave in accordance with the law at all times and indemnify the Company from any damages that may arise as a violation thereof.

4. Other Matters

There is no collective agreement in force in respect of your employment.

- a. The Company shall be entitled without notice to you at any time during or after your employment to set off and/or make deductions from your salary or from any other sums due to you from the Company in respect of any overpayment of any kind made to you or in respect of any debt or other sum due from you.
- b. You warrant that by entering into this Agreement you will not be in breach of any express or implied terms of any contract with or of any other obligation to any third-party binding upon you.
- c. The Company may enforce this Agreement in any one or many jurisdictions it chooses, including but not limited to jurisdictions that you may travel in the course of his work. Such areas may include but are not limited to the UK, the United States of America, The United Arab Emirates, India, Singapore, any members of the European Union, and Australia. The Agreement will be governed by Indian Law. You acknowledge that the remedy at Law for breach of this Agreement by you may be inadequate. Accordingly, you agree that upon any such breach, the Company, in addition to all other available remedies (including without limitation seeking an injunction or other equitable relief), shall be entitled to injunctive relief without being required to post bond or other security.



TresVista
8th Floor, IT 8 Qubix SEZ Business Park
Hinjewadi, Pune
Maharashtra, India 411 057
Ph: +91 20 6770 4200
E-mail: info@tresvista.com
LLPIN No.: AAK-6462

d. You agree to indemnify and hold harmless the Company against any and all losses, claims, damages, or liabilities to which Company may become subject under any statute, regulation, Law, or otherwise, including without limitation, any losses incurred in connection with any settlement of any claim, action or proceeding commenced or threatened, and any and all expenses, including reasonable attorney fees, incurred in connection with investigating or defending any such claim, action, or proceeding as and when incurred, to the extent that any such losses, claims, damages, liabilities, actions, proceedings, or expenses arise out of your fraudulent acts, gross negligence, willful misconduct, or breach of this Agreement, policies or Laws.

You hereby agree to the terms and conditions as set out above and accept employment.

SIGNED AND ACCEPTED

NAME: _____

DATE: _____



28th Feb 2020

Sub: Offer of employment by Pin Click

Dear Madhu Guleria,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as **"Inside Sales Executive"**, with effect from **9th March 2020**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A.
2. Your initial posting as Pin Click employee will be at our **Pune** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days' notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15daysnotice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	Name	Madhu Guleria	
	Designation	Inside sales executive	
	Department	Sales	
	Date of Joining	9 th March 2020	
	C & B CATEGORY	INR - Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	5,400	64,800
	House Rent Allowance	4,500	54,000
	Conveyance Allowance	800	9600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	743	8,916
	Sub-Total I / Gross Pay	17,093	2,05,116
Benefits			
B	PF Employer	648	7,776
	ESIC	-	-
	Gratuity	259	3,108
C	Sub Total II	907	10,884
Total A + C	Cost to the Company	18,000	2,16,000
<ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click.

For Pin Click

Manik Kinra
Co Founder

Letter Of intent

- A) **The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the company. The supervisory function shall be discharged by the employee with due regards to his KRA's.**
- B) **The employee shall at all times abide by the policies and practices of the company and comply with applicable laws.**

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to conform to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____

Signature: _____

Date: _____

Anticipated Start Date: _____



May 05, 2020

Mayank Kasar

Dear Mayank,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited (hereinafter referred to as "Company")** as **Analyst - AR Management** in **Grade 22**. You will be working in **Night** shift and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Pune, subject to change as deemed by the company. We look forward to having you on board on **June 01,2020** at 8.30am at our **Pune office**. The address is:

Flextronics Technologies India Pvt. Ltd
7th Floor, Block Rhine (1.5), Embassy Tech Zone,
Plot No: PL 03, Rajiv Gandhi Infotech Park,
Phase 2, Hinjewadi, Pune, Maharashtra – 411057

Your Target Cash will be **INR 2,65,300/- per annum**. The enclosed annexure 1 would give you the breakup of your TTC. Please note that this offer shall be valid subject to your clearing the Background verification check as per the Company's policies. As discussed, you will be issued a detailed appointment letter once you submit us the provisional certificate from the college. Your employment will be governed by the terms of the appointment letter issued to you. The provisional certificate copy needs to be submitted within 3 months from the date of joining or 15 days from the announcement of results or date announced by the university thereof, whichever is earlier. You agree to sign an Undertaking at the time of joining & will have to abide by the terms mentioned in the same.

You would be reporting to **Aswini Kumar Bhuyan** on the date of joining; reporting is subject to change post joining, if required.

Please bring along the original & 2 copies of the below documents with you on your date of joining:

1. Aadhaar Card Copy
2. Print out of this Offer letter.
3. Three passport size photographs (Formal Attire in White Background)
4. ID Proofs (Voter ID, Driving License, Passport, etc.)
5. PAN card details (Mandatory). If you have applied for a New PAN card, kindly provide copy of acknowledgement receipt that it has been applied.

We would appreciate your returning the duplicate copy of this offer letter with the annexure duly signed by you as a token of your acceptance. We look forward to having you on board with us at the earliest.

Thanking you,

For Flextronics Technologies (I) Pvt. Ltd.
Global Business Services

Yathi Venkatesh

Human Resources



ANNEXURE 1

Name: Mayank Kasar

Designation: Analyst - AR Management

Grade: 22

Compensation Structure:

	Component	Annual (INR)	
A	Basic	73,891	Taxable Component
	House Rent Allowance	29,556	40% of Basic for Non Metro Cities 50% of Basic for Metro Cities
	Medical Reimbursement	15,000	Taxable Component
	Education Allowance	2,400	
	Conveyance	19,200	Taxable Component
	Special Allowance *	69,509	Taxable Component
	Other Allowance*	16,092	Taxable Component
	Cash Pay	2,25,648	
	Retirals		
B	P.F*	21,600	Employer Contribution
C	Gratuity		As per legislation
	CTC	2,47,248	
D	Target Bonus**	18,052	
	Total Target Cash	2,65,300	

ESIC and Gratuity would apply as per Government rules and laws. Employer contribution is over and above your TTC.

Flexible Benefits Plan:

Component	Maximum eligibility per annum	Criteria for claims
Gifts Card	Rs. 4,500/-	Annually
Meal Card	Rs. 26,400/-	Monthly

(*) – Please note that the above is not an additional component, it will be deducted from Special Allowance / Other Allowance. If cards are availed, then the cash portion of your salary will reduce to extent of cards chosen and PF contribution may change as per government regulations.

(**) – You are eligible to participate in the Flex Bonus Program and the target bonus is a percentage of your gross salary. Actual payout level is dependent upon company performance and in accordance with the bonus plan for your organization.”

The employee shall guarantee that his/her employment with Flextronics will not breach or infringe any contracts, agreement, arrangements he/she have entered with any third party before this employment, including but not limited any non-compete obligation he/she may have, otherwise, he/she will be liable for any liabilities incurred, indemnify and keep Flextronics harmless from any claims, liabilities, losses, damages incurred.



Covid-19 Temporary Suspension of Bonus

As we are all aware, the world economy has been severely impacted by the current COVID-19 crisis, which eclipses anything we have previously dealt with. This impact has ravaged many industries, some having to shut down almost entirely due to government lockdowns and an overall drop in demand. And of course, we are also seeing an impact to Flex.

Accordingly, while we are excited to offer you employment with Flex, we must alert you that as part of our cost savings measures necessitated by this crisis, we have targeted a reduction in our salary costs and, in fairness, are requiring new employees to share in this action along with existing employees. Accordingly, we have stopped our bonus programs for the first two quarters of our fiscal year 2021; April through June and July through September of 2020.

In addition, there is a

- Hospitalization coverage for self and dependent's up to Rs.5,00,000/- per annum. (with 10% co-pay for dependent parents limiting upto Rs.2.5 lakhs)
- Employees eligible for ESIC would not be covered under the above Medical Insurance provided by Flex through Third party.
- Personal Insurance Cover of Rs.10,00,000/-
- Subject to feasibility, Transport facility is provided for all shifts, at the option of the employee. Transport deduction is applicable as per grade for day shift employees only who log in at 7.00 AM, 8.00 AM & 11.00 AM. Change in services is subject to management discretion
- Employees, who work in the night shifts, on working days, i.e. finish work between 12:00 Midnight and 7:30 AM, are eligible for night shift allowance for every working night.
 - a. Grade 21 to Grade 25 – Rs. 300
 - b. Grade 26 to Grade 28 – Rs. 500
- Employees, who logs in the early morning shifts, on working days, i.e. start work between 4:00 AM to 6:00 AM, are eligible for early Morning Shift Allowance.
 - a. Grade 21 to Grade 28 – Rs. 150

Data Privacy & Protection

Flex has in place Binding Corporate Rules throughout its Global Footprint as an organisation. These rules are seen by Regulators as the highest Standard of Data Protection available to any company. With these BCR's in place Flex meets the necessary criteria to hold and manage Personal data include the transfer of personal data transnationally within the Flex Organisation.

Personal data (including sensitive data) relating to you which has been or is in the future obtained by the Company may be held and processed by the Company or any associated company either by computer or manually for any purpose relating to the administration, management and operation of your employment, (including payment of wages and maintenance of attendance, performance and conduct records) or in relation to the Company's legal obligations or business needs.

It has been brought to our notice recently that some unscrupulous individuals have been approaching candidates posing as Flex HR employees and promising them jobs with Flex in exchange for monetary / other favours. Please be informed that Flex does not endorse any such activities and in case you are approached by someone with similar offers/ promises over phone or in person please report the same to hrcompliance@flex.com.

Date: 07-12-2020

Ms. Megha Dhamodkar

DEPUTATION LETTER

Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED with effect from 01-01-2020 at their PUNE office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 01-01-2020, be required to work at our client's office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED.
5. You shall be bound to follow the working hours of BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED and use such information only in connection with the service provided to BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED. This arrangement is purely a contractual agreement between Randstad and BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED entrusted to you in the due discharge of your duties and shall indemnify BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Yours truly,
For Randstad India Pvt Ltd.


N Swaminathan Iyer
Vice President - SSC

I, Prajakta Shrikant Kakade have read and hereby accept the above mentioned terms and conditions

Signature :

Registered Office :
Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Date:07-12-2020

Welcome Note

Dear Ms. Megha Dhamodkar,

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to [Click here to log in Randstad Portal](#)
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

Our Core Values: As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

To Know - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

To Serve - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

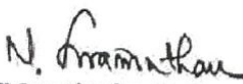
To Trust - We are respectful. We value our relationships and treat people well.

Striving For Perfection - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

Simultaneous Promotion Of All Interests - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.


N Swaminathan Iyer
Vice President - SSC

Registered Office :
Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Principal Global Services Pvt. Ltd.,
(A Member Company of Principal Financial Group, USA)
Tower 16, Cybercity, Magarpatta City,
Hadapsar, Pune - 411013, India
Tel.: +91 020 6621 4000
<http://www.principal.com>



25 September, 2020

Nikhil Raut
Flat:1 Nisal complex, Nangare Lane
Manik Chowk
Ahemadnagar, MH 414001

Dear Nikhil,

We are pleased to extend you an offer to join Principal Global Services Private Limited ("Company"), a Principal Financial Group Company. The Principal Financial Group is a fortune 500 Company and we are glad you will be contributing to our on going success. We have a great deal of challenging work ahead and each of the leaders you have interacted with recognizes your ability to contribute to our endeavors.

Following are the terms of the offer:

Appointment

You shall be designated as Trainee Analyst of the Company. In this role, you shall be based at our Pune facility and if required you, may be asked to provide services to any of its associated companies within or outside India. Your appointment is subject to successfully completion of current degree, awarded in the current academic year without any standing backlogs, accuracy of your testimonials and information provided by you, you are being free from any contractual restrictions preventing you from accepting the offer and starting work from the aforesaid date and positive reference check of the antecedents provided by you.

This appointment letter is valid upon joining the Company on or before 11/12/2020 after which it shall stand revoked. Following are the details of your employment.

1. Remuneration:

Designation	Trainee - Analyst
Title	Trainee - Process Specialist
Tier	T01
Total salary (cost to company)	Rs. 240,000.00

1. Your fixed salary will not be further grossed up for taxes and employer's contribution to Provident Fund, Gratuity, Professional tax, ESI contribution etc.
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CIN: U64120PN2005PTC129516

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Hadapsar, Pune - 411013, India
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2. PGS follows calendar year i.e. January to December for purpose of performance assessment. Your performance will be assessed for one year from your date of joining. You will be eligible for salary revision from the date, you are completing one year from date of joining basis your performance. Your salary structure can be changed as per the company's pay structure anytime during the year at the discretion of the management.
3. Considering changing tax laws, the Company reserves the right to restructure the components of your salary in manner that your gross salary is protected.

2. Probation:

You would be on probation cum training period of twelve months from the date of joining. On satisfactory completion of twelve months' probation, trainee will be deemed confirmed in the company unless informed otherwise, however Company has right to extend the probation period in case of unsatisfactory performance with intimation to the trainee.

3. Policy and Benefits

You will be covered under company benefit programs. The information about the benefits is available on company intranet.

All company policies and programs are uploaded on company intranet, you are required to read and adhere to it

4. Hours of Work:

1. Principal Global Services practices a 45 hour work week across 5 working days.
2. You would accrue 18 Paid Leaves, 8 Casual Leaves and 10 Festive holidays (including 4 days of National holidays) in a year on pro-rata basis as per your date of joining the company. In order to support 24 x 7 operations model you may be required to work on a statutory holiday, for which, you would be allowed a holiday, in lieu along with other benefits as per Company policy.
3. Your actual work hours and shift may vary from time to time based on business and customer service requirements. You will be advised about your working hours, break period and weekly rest days by your supervisor, leader or HR department.
4. You may be required to invest additional hours of work when necessitated by business.

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5. Code of Conduct:

1. You shall at all the times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
2. In order to generate 'mutual respect', you should respect all individual irrespective of their caste, age, sex, level etc.
3. You shall honor and comply with all rules and regulations of the Company and statutory requirements, in letter and spirit.
4. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the Company. This information includes and is not limited to trade secrets, technical processes, and finances, information relating to suppliers, employees, agents, distributors and customers.
5. You shall not, during your employment or at any time there after, directly or indirectly divulge, disclose, make known, communicate use, disclose to any persons, firm, company or concerns Company's secret, proprietary and/or confidential or any other information which you may acquire receive or obtain in relation to the Company's affairs or to the working of any process or any invention which is carried on or used by the Company or any other matter which may come to your knowledge in the course of or by the reason of your employment with the Company except for the sole benefit of the Company. Provided that, in the event and to the extent it is required by law, you shall, prior to disclosing the same to the appropriate authorities, give the company sufficient days prior notice of the same to the extent possible. This restriction does not apply to information available in public domain.
6. You shall not take copies of confidential documents or information for your own purposes, and forthwith upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
7. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone other than your Manager and appropriate HR personnel. Failing to which strict action can be taken by the company.
8. You shall not engage in any business as principal/ agent or otherwise. Meaning thereby, you will not indulge into dual employment while employed with the Company. You may however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character after express written permission from competent authority of the Company.

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9. Your employment with the Company may be terminated at any time without cause upon giving you one month's notice or one month's gross salary in lieu thereof. This provision will not apply in cases of termination for cause (as determined by the Company), death or long-term disability, or during your probationary period.
10. You will promptly return to the Company upon termination of employment all documents and other materials developed for or otherwise belong to the Company or its associates and all copies and materials shall remain the exclusive property of PGS.
11. You will be bound by code of conduct and all other rules, regulations policies and orders issued by the Company from time to time as if these et al, were part of this contract of appointment.
12. You understand that a breach of the Code of conduct can put the Company at substantial risk and every employee is accountable for his own behavior. Failure to follow the Code will result in appropriate disciplinary action, up to and including termination of employment or relationship with the Company.

6. Arbitration and Jurisdiction

Company or an employee shall use best efforts to settle amicably all disputes arising between them out of or about this agreement.

If any dispute, difference, question or disagreement arising, at any time before or after completion or premature termination of services, cannot be settled amicably within thirty (30) days the same shall be decided by the arbitrator to be mutually appointed by Company and an employee.

The arbitration proceeding under this clause will be in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment in lieu thereof. The venue of the arbitration shall be Pune and cost of the arbitration will be half borne equally by Company and an employee.

Subject to other terms of this agreement including other appendices, and all matters relating to this shall be governed by, and interpreted and construed exclusively in accordance with the Indian Law and the courts of Pune shall have exclusive jurisdiction over all matters, disputes which may arise about this or otherwise arising out of this agreement.

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7. Termination of Employment:

For initial four months either the Company or an employee may at any time terminate the employment agreement by giving 7 days' notice or if acceptable to the BU Head, a sum equal to the amount or prorated amount of salary which would have accrued to the employee during the period of notice. Post completion of four months either the Company or an employee may at any time terminate the employment agreement by giving 30 days' notice or if acceptable to the BU Head, a sum equal to the amount or prorated amount of salary which would have accrued to the employee during the period of notice. You shall retire from the employment of the Company on your 60th birthday.

Your employment with the Company may be terminated at any time without cause upon giving you notice as per your employment agreement or compensating for said period by gross salary in lieu thereof. This provision will not apply in cases of termination for cause (as determined by the Company), death or long term disability, or during your probationary period.

We welcome you and wish you every success in your career with Principal Global Services Private Limited, a promising venture that will provide you a challenging and a rewarding professional environment with ample opportunities for career development. We look forward to your long association with Principal Global Services.

You are requested to join us on 11/12/2020. Please do not hesitate to connect with us for any clarifications.

Yours Sincerely,
Principal Global Services Private Limited.

Sushant Deshmukh
Senior Manager– Hiring

I accept the offer on stipulated terms & conditions and shall join duty on _____

(DD/MM/YYYY)

Name _____

Signature _____

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25 September, 2020

Annexure: A

Name: Nikhil Raut

Business Unit: ITeS

Title: Trainee - Process Specialist

Designation: Trainee - Analyst

Tier: T01

Annual Compensation

Total Rs. 240,000.00

Fixed Rs. 240,000.00

Components	Option 1 Annual (INR)	Option 2 Annual (INR)
Basic	180,000	180,000
Flex Basket	23,140	23,140
PF (Employer's Contribution)	21,600	21,600
Gratuity	8,658	8,658
ESIC	6,602	6,602
Total CTC	240,000	240,000

Please note that this offer is valid for seven days from the date of receipt. You will need to formally accept the offer within this time on our job portal.

Once you accept the offer, the background verification check link will be sent to your personal email id along with log in credential. You must fill up the necessary information and upload required documents on the background verification portal.

* Please read information about flex basket available on payroll site under document section. (<https://mypayroll.paysquare.com>) once you join the company

* You will have a choice to go for either minimum provident fund or standard (12% of basic) contribution.

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Note:

1. Gratuity is payable on separation after completion of continuous service of period 2 years as per the Company's Gratuity Scheme and Payment of Gratuity Act.
2. All applicable taxes would be deducted at source
3. Employee and his/her dependents will be covered as per company policy under Group Mediclaim Insurance (Dependents – Spouse, 2 children and parents/Parents in law)
4. Free pick up and drop facility

On the day of joining you are requested to carry along the originals and copies of following document.

HR will verify self-attested copies and return the original to you.

1. Copy of your relieving letter from your most recent employer.
2. Copy of experience letter from all your previous employers, if any.
3. Documentation supporting your Educational Qualification (Graduation onwards).
4. Proof of CTC (Copy of offer letter or increment letter of the previous employer).
5. Photocopy of your passport, PAN card and Aadhar card.
6. Three color copies of recent photographs.
7. Proof of current residential address.
8. Blood Group Report.

For Principal Global Services Pvt. Ltd.

Sushant Deshmukh
Senior Manager– Hiring

I accept the above terms &
conditions

Signature

Name _____

Date(DD/MM/YYYY) _____

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Note:

Following salary components are available under Flex basket. Employee needs to elect the option based on his/her personal preference to claim tax exemption. Maximum limits of the flex components mentioned below which can be opted while declaring the flex on payroll site. (<https://mypayroll.paysquare.com>)

Sr. No.	Particular	Max Limit (per year)
1	House Rent Allowance ('HRA')	40% of Basic
2	Leave Travel Assistance ('LTA')	10% of Basic
3	Telephone reimbursement	INR 24,000
4	Children Education Allowance	INR 2,400
5	Children Hostel Allowance	INR 7,200
6	Books and Periodicals Reimbursement	INR 10,000
7	Professional Pursuit Allowance	INR 25,000
8	Meal Coupon	INR 26,400
9	National Pension Scheme	Min INR 1,000 and Max 10% of Basic Salary
10	Voluntary Provident Fund	Maximum 88% of the Basic salary

Confidential

PGS TRANSPORT GUIDELINES

1. Update your home address in HR database. Ensure geocode is marked correctly, else get in touch with transport helpdesk and get it rectified.
2. Employee will travel only on / by scheduled route / cab. Change of route / cab is not permitted.
3. Employees must be present at pickup point prior to scheduled pickup time. Cab would proceed after the waiting period of 3 minutes.
4. Swipe your card both during boarding and alighting from the cab. This is must.
5. Employees are not allowed to stop the cabs on the way, e.g.: at ATM centers, malls, medicals etc.
6. Pick-up and drop will be done as per employee residential address updated in HR database.
7. In case of change of address, pickup from new address would be provided after 24 hours of updating in HCM (Human Capital Management) System
8. Transport helpdesk (PGS Transport) will act as a single point of contact for attending employee grievances, regarding inadequate transport arrangements, cab problems & driver behavior.
9. No unauthorized personnel will be allowed to travel in the cab.
10. Smoking and consuming alcohol is not allowed in the cab.
11. Rostered employee not availing Company transport for two days consecutively without updating in app/URL, will not be rostered again for Company transport, until his/her vertical head sends an approval mail to resume transport.
12. If employee violates any Transport Policy, F&A team will inform concern Function Head through email & necessary action will be taken against such employee.
13. Female employee travelling between 21:00 hrs. to 7:00 hrs. will be provided security guard OR male employee will be clubbed in the cab.
14. All employees traveling on their own after 9.00 pm are requested to inform their leaders.
15. In case employee wants a drop at hospital/ clinic etc. (especially in case of expecting female, emergencies) PGS Transport would require consent of respective leader.
16. To avail extended drop facility (20:30, 21:30, 23:45 hrs) employees will need to raise request through mobile app or URL and the cut off time for the same will be 90 minutes prior to drop time.

Download the app from the following location:

Android: <https://play.google.com/store/apps/details?id=in.mtap.iincube.safetrax.commuter>

IOS: <https://itunes.apple.com/us/app/safetrax-commuter/id1131270561?mt=8>

URL: pgs.safetrax.in

Transport Help Desk Contact No: 020-66206339 / 020-66205046 (Pune)

9823714179 (Hyd)

020-66235005 (Pune GSOC 24/7)

MAYUR NILANGEKAR

21st September 2020

Dear Mayur,

LETTER OF APPOINTMENT

We are pleased to offer you the position of **Analytics Associate Consultant**, with Diagonal Consulting LLP (the Company), based in Bengaluru, India upon the following terms and conditions:

1. APPOINTMENT

- 1.1. You are being employed from 01 November 2020 to serve on a full-time basis with the Company. You will be based in India and you will report to the Chief Solution Architect, India.
- 1.2. You will be liable to transfer in such capacity as the company may from time to time determine to any other location, department, establishment or branch of the company.

2. COMPENSATION & BENEFITS

- 2.1. During the probation period of 6 months (can be extended to 8 months based on the assessment) you will get INR 2,40,000 per annum (stipend). The salary post confirmation will be decided by the company, once the probation is complete, based on the performance assessment.
- 2.2. You will be entitled to participate in any and all other bonus and benefit programs that the Company establishes and makes available to its employees from time to time for which you may be eligible under its policy and plan.

3. HOURS OF WORK

Your working hours shall be such as the Company may from time to time deem appropriate and may have to work extra hours in order to achieve the purposes of the Company.

4. ANNUAL LEAVE

Every employee is eligible for following paid leave of absence (leaves) per calendar year (Apr 1st to Mar 31st)

- a) Earned Leave 12 Days
- b) Sick Leave 12 Days
- c) National and Festival Holidays 10 Days as would be notified year on year.

5. LEAVE ENCASHMENT

The Company cares for the well-being and good health of the employees in general and deems it necessary for all employees to avail the allowable leave and holidays. It does not encourage encashment of leave and accordingly does not allow leave encashment.

6. STAFF REVIEW

A review of your performance and salary shall be carried out, in accordance with the policy of the Company from time to time and is at the sole discretion of the Company.

7. BUSINESS EXPENSES

The Company shall reimburse you in respect of such expenses as may be incurred by you while engaged in the business of the company as the Company shall consider reasonable (at its discretion), upon the provision to the Company of proper receipts or other evidence of such expenditure, in accordance with the rules and procedures established by the Company from time to time.

8. CONDUCT AND DISCIPLINE

- 8.1. You shall perform such duties as may from time to time be assigned to you and shall comply with all reasonable directions made by the management of Diagonal Consulting LLP.
- 8.2. You agree that so long as you remain employed under this Agreement, you will devote such time and effort as is necessary and proper to accomplish the services contemplated by this agreement in an efficient and competent manner. Your duties may include performing services for other companies in partnership with Diagonal Consulting LLP or other companies being the client of Diagonal Consulting LLP at such places as requested by the Company.
- 8.3. You shall not enter into any pecuniary obligation, which would leave you unable to carry out your obligations for the Company according to the terms and conditions contained in this Agreement.
- 8.4. You shall not, during the continuation of your employment, engage in any other employment or activity, in the absence of prior written approval for the Company (which may be withheld by the Company at its sole discretion).
- 8.5. You agree that, for business purposes only, the Company may process personal or sensitive data in relation to you in line with the current Data Protection legislation
- 8.6. The Company reserves the right to monitor all and any communications (but only where it believes there is good cause to and there may be a breach of policy) you may send or receive at the Company's premises and/or using the Company's equipment during your employment and for such period as are reasonably necessary after your employment has ended

9. TERMINATION

- 9.1. This Agreement may be terminated by you by giving two months written notice to the Company and the Company may terminate your employment by giving two months' notice to you. The Company reserves the right to require you not to attend work and/or not to undertake all or any of your duties of employment during any period of notice, whether given by you or the Company. However, the Company shall continue to pay your salary and contractual benefits whilst you remain employed by the Company.
- 9.2. The Company shall be entitled to terminate your employment immediately (but without prejudice to the rights and remedies of the Company for any breach of this Agreement and to your continuing obligations under this Agreement) in any of the following cases:
 - a. if you are guilty of dishonesty or serious and persistent misconduct or, without reasonable cause and neglect refuse to attend to your duties or fail to perform any of your obligations hereunder, or fail to observe the Company's disciplinary rules or any other regulations of the Company from time to time in force;
 - b. if you are incapacitated by illness or otherwise unable to perform your duties hereunder for a period totalling in aggregate six (6) months in any period of twelve (12) consecutive calendar months; or
 - c. if you become bankrupt or have a receiving order made against you or make any general composition with your creditors.
- 9.3. Upon ceasing to be employed by the Company hereunder, you shall deliver to the Company any drawings, notebooks, manuals, documents, computerization of technical data, customer lists, specifications, files memoranda, or other records of any nature belonging to the Company or any reproduction thereof which may have been provided to you during the course of your employment with the Company, and you shall not undertake or cause any action or deed which might in any way affect the Company's reputation or good standing, or those of its products or services.

10. SEXUAL HARASSMENT POLICY

All employees have the right to be free from sexual advances or any other verbal or physical conduct that constitutes sexual harassment. Sexual harassment whether by management, supervisory personnel or non-supervisory personnel, is unlawful and will not be permitted since Diagonal Consulting LLP takes allegations of sexual harassment seriously, the Company will respond promptly to complaints of sexual harassment.

11. CONFIDENTIALITY

11.1. You agree that you will keep confidential and shall not at any time (otherwise than in the proper performance of your duties) without Company's approval divulge or make known to anyone or use for the benefit of anyone (other than the Company) the Company's Trade Secrets or Other Confidential Information relating in any way to the Company's customers, funders or business or manufacturing processes, products, affairs and finances of the Company for the time being confidential to it or to them or treated by it or them as such and trade secrets (including, without limitation, technical data and know-how) relating to the business of the Company or of any of its or their suppliers, clients or customers

11.2. In this clause references to the Company shall include any Company in any group of companies of which the Company is part.

12. INTELLECTUAL PROPERTY RIGHTS

12.1. Any invention, design, improvement, process, copyright work, trade mark or trade name or get up made, created or discovered ("Intellectual Property Rights") by you either by yourself or jointly with any other person (whether or not also employed by the Company) shall as against you be the sole property of the Company if that invention, design or improvement is connected with or is capable of being used in connection with or in the course of business of the Company and was made or discovered in the course of your employment or by reason of or with the assistance of facilities enjoyed by virtue of your employment, and whether or not on the premises of the Company.

12.2. You will promptly notify your reporting manager of the Company in writing of all such Intellectual Property Rights.

12.3 You will during and after your employment with the Company at its request and expense but without charge to you assist the Company or its nominees to obtain and vest in it or them full legal title to Intellectual Property Rights belonging to the Company and in any resulting patents, designs, trademarks, copyrights or applications for the same in all countries, by executing all necessary and proper documents.

12.4 In respect of any Intellectual Property Rights which belong to the Company by law or under the terms of this agreement or which is assigned to the Company by you and which is patented, the Company may at its discretion reward you in accordance with what the Company considers to be fair and reasonable. Any reward paid or offered by the Company under this contract of employment shall not prejudice your rights under the Patents Act.

12.5 In respect of any Intellectual Property Rights which is not patentable, and which belongs to the Company by law or which is assigned to the Company by you, the Company may reward the inventor to such extent if any as the Company in its sole discretion considers being fair and reasonable.

13. COPYRIGHT

13.1 You shall promptly disclose to the Company all copyright works originated conceived written or made by you along or with others (except only those works originated conceived written or made by you wholly outside your normal working hours and wholly unconnected with your employment) and shall until such rights shall be fully and absolutely vested in the

Company hold them in trust for the Company.

13.2 You hereby assign to the Company by way of future assignment all copyright and other proprietary rights (if any) for the full terms thereof throughout the world in respect of all copyright works originated, conceived, written or made by you (except only those works originated conceived written or made by you wholly outside your normal working hours and wholly unconnected with your employment).

13.3 It is agreed that for the purpose of the applicable Act the covenants on the part of the Company in this contract shall as between the Company and you be treated as good consideration and the Company shall for the purpose of that Act be the proprietor of any design.

13.4 You will at the request and agreed expense of the Company do all things necessary or desirable to substantiate the rights of the Company.

14. COMPANY REGULATIONS

During your employment with the Company, you shall observe and comply with all of the rules, regulations and directives of the Company as may from time to time be made or given. The Company shall have the right to alter and amend the rules and regulations of the Company as well as any of the terms of your employment, and such alteration or amendment shall become fully effective and a binding term of your employment upon notification to you.

15. WHOLE AGREEMENT

The terms and conditions of employment set forth in this Agreement super cede all our prior written and oral communication with you regarding your employment with the Company and can only be modified by written agreement signed by you and an authorized representative of the Company. This Agreement shall be governed by and construed in accordance with the Laws of India.

16. GOVERNING LAW

This agreement is governed by and construed in accordance with the laws of India.

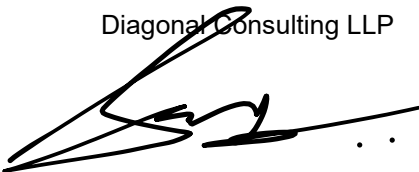
IN WITNESS HERE OF the two parties hereto executed two copies of this employment agreement on the dates set out below.

We are very pleased to welcome you into the fold of Diagonal Consulting LLP. We have a high degree of confidence that you will add significant value to our team.

We are all eager to have you join us and will work diligently to ensure your success. If you have any questions or need additional information, please call me.

For and on behalf of

Diagonal Consulting LLP



Sathya

Director, Talent Development
Diagonal Consulting LLP
Place: Bengaluru

RUCHI RAJESH ADHIKARI

21st September 2020

Dear Ruchi,

LETTER OF APPOINTMENT

We are pleased to offer you the position of **Analytics Associate Consultant**, with Diagonal Consulting LLP (the Company), based in Bengaluru, India upon the following terms and conditions:

1. APPOINTMENT

- 1.1. You are being employed from 01 November 2020 to serve on a full-time basis with the Company. You will be based in India and you will report to the Chief Solution Architect, India.
- 1.2. You will be liable to transfer in such capacity as the company may from time to time determine to any other location, department, establishment or branch of the company.

2. COMPENSATION & BENEFITS

- 2.1. During the probation period of 6 months (can be extended to 8 months based on the assessment) you will get INR 2,40,000 per annum (stipend). The salary post confirmation will be decided by the company, once the probation is complete, based on the performance assessment.
- 2.2. You will be entitled to participate in any and all other bonus and benefit programs that the Company establishes and makes available to its employees from time to time for which you may be eligible under its policy and plan.

3. HOURS OF WORK

Your working hours shall be such as the Company may from time to time deem appropriate and may have to work extra hours in order to achieve the purposes of the Company.

4. ANNUAL LEAVE

Every employee is eligible for following paid leave of absence (leaves) per calendar year (Apr 1st to Mar 31st)

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- c) National and Festival Holidays 10 Days as would be notified year on year.

5. LEAVE ENCASHMENT

The Company cares for the well-being and good health of the employees in general and deems it necessary for all employees to avail the allowable leave and holidays. It does not encourage encashment of leave and accordingly does not allow leave encashment.

6. STAFF REVIEW

A review of your performance and salary shall be carried out, in accordance with the policy of the Company from time to time and is at the sole discretion of the Company.

7. BUSINESS EXPENSES

The Company shall reimburse you in respect of such expenses as may be incurred by you while engaged in the business of the company as the Company shall consider reasonable (at its discretion), upon the provision to the Company of proper receipts or other evidence of such expenditure, in accordance with the rules and procedures established by the Company from time to time.

8. CONDUCT AND DISCIPLINE

- 8.1. You shall perform such duties as may from time to time be assigned to you and shall comply with all reasonable directions made by the management of Diagonal Consulting LLP.
- 8.2. You agree that so long as you remain employed under this Agreement, you will devote such time and effort as is necessary and proper to accomplish the services contemplated by this agreement in an efficient and competent manner. Your duties may include performing services for other companies in partnership with Diagonal Consulting LLP or other companies being the client of Diagonal Consulting LLP at such places as requested by the Company.
- 8.3. You shall not enter into any pecuniary obligation, which would leave you unable to carry out your obligations for the Company according to the terms and conditions contained in this Agreement.
- 8.4. You shall not, during the continuation of your employment, engage in any other employment or activity, in the absence of prior written approval for the Company (which may be withheld by the Company at its sole discretion).
- 8.5. You agree that, for business purposes only, the Company may process personal or sensitive data in relation to you in line with the current Data Protection legislation
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9. TERMINATION

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- 9.2. The Company shall be entitled to terminate your employment immediately (but without prejudice to the rights and remedies of the Company for any breach of this Agreement and to your continuing obligations under this Agreement) in any of the following cases:
 - a. if you are guilty of dishonesty or serious and persistent misconduct or, without reasonable cause and neglect refuse to attend to your duties or fail to perform any of your obligations hereunder, or fail to observe the Company's disciplinary rules or any other regulations of the Company from time to time in force;
 - b. if you are incapacitated by illness or otherwise unable to perform your duties hereunder for a period totalling in aggregate six (6) months in any period of twelve (12) consecutive calendar months; or
 - c. if you become bankrupt or have a receiving order made against you or make any general composition with your creditors.
- 9.3. Upon ceasing to be employed by the Company hereunder, you shall deliver to the Company any drawings, notebooks, manuals, documents, computerization of technical data, customer lists, specifications, files memoranda, or other records of any nature belonging to the Company or any reproduction thereof which may have been provided to you during the course of your employment with the Company, and you shall not undertake or cause any action or deed which might in any way affect the Company's reputation or good standing, or those of its products or services.

10. SEXUAL HARASSMENT POLICY

All employees have the right to be free from sexual advances or any other verbal or physical conduct that constitutes sexual harassment. Sexual harassment whether by management, supervisory personnel or non-supervisory personnel, is unlawful and will not be permitted since Diagonal Consulting LLP takes allegations of sexual harassment seriously, the Company will respond promptly to complaints of sexual harassment.

11. CONFIDENTIALITY

11.1. You agree that you will keep confidential and shall not at any time (otherwise than in the proper performance of your duties) without Company's approval divulge or make known to anyone or use for the benefit of anyone (other than the Company) the Company's Trade Secrets or Other Confidential Information relating in any way to the Company's customers, funders or business or manufacturing processes, products, affairs and finances of the Company for the time being confidential to it or to them or treated by it or them as such and trade secrets (including, without limitation, technical data and know-how) relating to the business of the Company or of any of its or their suppliers, clients or customers

11.2. In this clause references to the Company shall include any Company in any group of companies of which the Company is part.

12. INTELLECTUAL PROPERTY RIGHTS

12.1. Any invention, design, improvement, process, copyright work, trade mark or trade name or get up made, created or discovered ("Intellectual Property Rights") by you either by yourself or jointly with any other person (whether or not also employed by the Company) shall as against you be the sole property of the Company if that invention, design or improvement is connected with or is capable of being used in connection with or in the course of business of the Company and was made or discovered in the course of your employment or by reason of or with the assistance of facilities enjoyed by virtue of your employment, and whether or not on the premises of the Company.

12.2. You will promptly notify your reporting manager of the Company in writing of all such Intellectual Property Rights.

12.3 You will during and after your employment with the Company at its request and expense but without charge to you assist the Company or its nominees to obtain and vest in it or them full legal title to Intellectual Property Rights belonging to the Company and in any resulting patents, designs, trademarks, copyrights or applications for the same in all countries, by executing all necessary and proper documents.

12.4 In respect of any Intellectual Property Rights which belong to the Company by law or under the terms of this agreement or which is assigned to the Company by you and which is patented, the Company may at its discretion reward you in accordance with what the Company considers to be fair and reasonable. Any reward paid or offered by the Company under this contract of employment shall not prejudice your rights under the Patents Act.

12.5 In respect of any Intellectual Property Rights which is not patentable, and which belongs to the Company by law or which is assigned to the Company by you, the Company may reward the inventor to such extent if any as the Company in its sole discretion considers being fair and reasonable.

13. COPYRIGHT

13.1 You shall promptly disclose to the Company all copyright works originated conceived written or made by you along or with others (except only those works originated conceived written or made by you wholly outside your normal working hours and wholly unconnected with your employment) and shall until such rights shall be fully and absolutely vested in the

Company hold them in trust for the Company.

13.2 You hereby assign to the Company by way of future assignment all copyright and other proprietary rights (if any) for the full terms thereof throughout the world in respect of all copyright works originated, conceived, written or made by you (except only those works originated conceived written or made by you wholly outside your normal working hours and wholly unconnected with your employment).

13.3 It is agreed that for the purpose of the applicable Act the covenants on the part of the Company in this contract shall as between the Company and you be treated as good consideration and the Company shall for the purpose of that Act be the proprietor of any design.

13.4 You will at the request and agreed expense of the Company do all things necessary or desirable to substantiate the rights of the Company.

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During your employment with the Company, you shall observe and comply with all of the rules, regulations and directives of the Company as may from time to time be made or given. The Company shall have the right to alter and amend the rules and regulations of the Company as well as any of the terms of your employment, and such alteration or amendment shall become fully effective and a binding term of your employment upon notification to you.

15. WHOLE AGREEMENT

The terms and conditions of employment set forth in this Agreement super cede all our prior written and oral communication with you regarding your employment with the Company and can only be modified by written agreement signed by you and an authorized representative of the Company. This Agreement shall be governed by and construed in accordance with the Laws of India.

16. GOVERNING LAW

This agreement is governed by and construed in accordance with the laws of India.

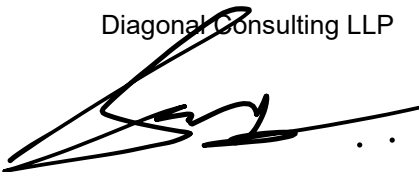
IN WITNESS HERE OF the two parties hereto executed two copies of this employment agreement on the dates set out below.

We are very pleased to welcome you into the fold of Diagonal Consulting LLP. We have a high degree of confidence that you will add significant value to our team.

We are all eager to have you join us and will work diligently to ensure your success. If you have any questions or need additional information, please call me.

For and on behalf of

Diagonal Consulting LLP



Sathya

Director, Talent Development
Diagonal Consulting LLP
Place: Bengaluru



Offer Letter

Name: Rohan Sunil Shete

Date: Tuesday, August 11, 2020

Dear Mr. Rohan Sunil Shete,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (“Company”), on the following terms and conditions:

- Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, August 18, 2020**. Your work location would be **Pune / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
- Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
- Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
- Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

5. Department, Designation & Reporting Manager:

Department : Business Development (51000000)
Designation : Business Development Trainee - Sales
Reporting Manager : Aishvary . (TNL201611035)
Role Location : Pune / Bangalore
BDT Training Location : Byjus - Bangalore

The two months training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

6. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your 2 months training period.

7. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

8. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

9. **Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

10. **Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

11. **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

12. **Termination:** Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door

and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

13. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

14. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

15. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

16. General Provisions:

- a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.
- b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
- i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- j. All disputes arising herein shall be governed by the laws of India and the jurisdiction

to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. 3 Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorized signature.



EFL/HR/M2/2019

Date:08-Jan-2020

Mr. Shivam Sanjay Bhandari,

Gurukrupa Sant Dnyaneshwar Colony

Opp M M College Jyotibannagar Kalewadi Pimpri, Pune

PUNE

MAHARASHTRA

Dear Shivam Sanjay Bhandari,

Further to your interviews with our panel, we are pleased to inform that you have been selected and offered for the following position:

- Internal Designation & Band: **Management Trainee & M 2**
- Department: **Sales CEF**
- Date of Appointment: **27-Jan-2020**
- Location of Job: **Pune**

You shall be entitled to the compensation as mentioned under **Annexure-I**, attached herewith.

Your appointment will be subject to Positive feedback on Reference check & Medical report.

Please sign and return the duplicate of this letter as a token of acceptance of the offer, on the terms and conditions mentioned above as well as in the Annexure I, to HR department as soon as possible.

We welcome you to our organization and look forward to have a long, happy and mutually beneficial association with you in Electronica Finance Ltd.

Yours Sincerely,

Ashwini Shivram

Head - Human Resource

Electronica Finance Limited

Corporated Identification Number of Efl : U65910PN1990PLC057017

www.efl.co.inPune:-411038, Maharashtra (India)Telephone No:- +91 2067290700Toll Free No:- 1800 233 9718 Web:

Registered Address: 128/A, Kailasandra, Paud Road, Kothrud



Annexure-I

Component	Yearly value	Monthly value
Special Allowance	1,03,200	8,600
Basic	1,08,000	9,000
HouseRentAllowance	43,200	3,600
Statutory Bonus	12,300	1,025
Variable Performance Pay	1,50,000	12,500
Employer PF	21,600	1,800
TotalCostToCompany	4,50,000	37,500
New Educational Allowance	2,400	200
Statutory Bonus Interim	9,300	775
Total CTC	4,50,000	37,500

*Income tax is applicable on Total Net Salary

*Mobile /Conveyance Expenses will be as per Company Policy

*Mediclaim of worth Rs. 2,00,000/- for (You, your spouse, two children & parents)
(60% Mediclaim premium will be borne by the company & 40% by the Employees/annum)

*Group term life insurance sum assured for Rs. 10,00,000/-

* Accidental Insurance sum assured for Rs. 10,00,000/-.

** Variable pay will be paid as company's Policy.

*Employees will be eligible for appraisal who has joined before 30-Sep of respective financial year subject to confirmation & performance.

*Your appointment will be subject to positive feedback on reference check and medical report.

Electronica Finance Limited

Registered Address: 128/A, Kailasandra, Paud Road, Kothrud

Pune:-411038, Maharashtra (India)Telephone No:- +91 2067290700Toll Free No:- 1800 233 9718 Web: www.efl.co.in

Corporated Identification Number of Efl : U65910PN1990PLC057017



Checklist of documents/information to be furnished on the date of joining

1. Self-Attested photocopies of all degrees/certificates in support of the educational /professional qualifications declared by you starting from Xth (SSC).
2. Birth date Proof – Self Attested photocopy of Birth Certificate or Pan Card or Driving License or Passport or Voter I. Card or School Leaving Certificate.
3. Identity Proof – Self attested photocopy of Driving license or Passport Copy.
4. Photocopy of PAN card.
5. Relieving letter of previous employers.
6. Last Pay slips (If not submitted before).
7. 3 Passport size Photographs in Navy blue background.
8. Medical Fitness Certificate

You are requested to carry the originals of the documents for verification at the time of joining.

Electronica Finance Limited
Registered Address: 128/A, Kailasandra, Paud Road, Kothrud
Pune:-411038, Maharashtra (India) Telephone No:- +91 2067290700 Toll Free No:- 1800 233 9718 Web: www.efl.co.in
Corporated Identification Number of Efl : U65910PN1990PLC0570

Worksite Chennai	: ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballapuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India
Worksite Coimbatore	: Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.
Worksite Pune 1	: Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.
Registered Office	: 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Date: January 4, 2021

Private & Confidential

Urmila Vasant Waringe

**Near D.Y.Patil College ,Ambi .Post-Ambi ,Dist-Pune
Near D.Y.Patil College ,Ambi .Post-Ambi ,Dist-Pune,
Pune,
Maharashtra,
India - 410507**

Document ID - 64a28c41-8d83-4dbf-95ea-aff17f7c36bd

Dear Urmila,

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited (“SSHS” or “HCL” or “Company”)** as **ANALYST**. You are required to report on January 14, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Pune-Magarpatta City SEZ, Twr 7,Wing A&B.**
- Your annual compensation would be **Rs. 200100 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically

State Street HCL Services

Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.

CIN : U72900DL2012FTC229698

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- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation**

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Review shall be deemed to be changed with the change in position / process / function.

- Your services during the period of probation shall be liable to be terminated giving **two month** notice or **two month** basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving **two month** notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion.
- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.
- You will be required to declare at the time of joining any direct relatives who may be working with HCL or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. During your employment with **State Street HCL Services (India) Private Limited**, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the **State Street HCL Services (India) Private Limited employee**.
- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations; we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
- All Employees are entitled to avail the Company Transport within the defined limits as per company's policy
- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.
- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy

CIN : U72900DL2012FTC229698

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- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.
- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.
- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.
- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.
- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.

CIN : U72900DL2012FTC229698

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- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
- You would be initially posted at **Pune(A008)**, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for **7** days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.
- You will be retired from service on attaining superannuation age of 55 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
 - School leaving certificate / birth certificate
 - Educational qualification certificate (from 10th std onwards) along with mark sheets
 - Passport (The first 4 and the last 4 pages)
 - Relieving letter or duly accepted resignation letter from your present and previous employers
 - Salary certificate from your present and previous employers
- Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

State Street HCL Services

Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012FTC229698

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Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

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

Yours sincerely,

For Statestreet HCL Services



Amrita Das

Vice President, Head-Global Rewards

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

DECLARATION

I, Urmila Vasant Waringe, hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
 - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCL will lead to termination of employment.

Worksite Chennai	: ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India
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Annexure II

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL	
PRE-EMPLOYMENT BACKGROUND VERIFICATION	
S.No.	Particulars (To be submitted to the Recruiter)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request)	
<ol style="list-style-type: none"> Highest Qualification- Admit card, college and university official’s (Registrar and Director) detail Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer’s active address. 	
<u>Things to Remember</u>	
<ol style="list-style-type: none"> The information provided in Resume and background verification form must be same. Information provided in background verification form must be accurate. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). Any Gap in Employment or Education must be informed explicitly to the recruiter. 	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

List of Documents required for joining-induction day

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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S. No	Document Check List	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	2
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Relieving Letter/ Resignation Acceptance-FOR EXPERIENCED EMPLOYEES (With LAST WORKING DATE clearly mentioned - From Immediate LAST EMPLOYER ONLY)	1
4	PAN Card	2
5	Passport – First and last page – Name and Date of Birth Proof.	2
6	10 th Mark Sheet	1
7	12 th Mark Sheet	1
8	Address Proof: Any Govt. photo ID / address proof e.g. Passport, Driver's License, Voter ID card, electricity bill of last 3 months, etc. *Please note that we do not accept the Adhaar Card as ID or address proof.	2
9	Highest Qualification Mark-sheets/Degree/ PDC - For Fresher's Only	1
10	Passport Size Photographs (white background)	7

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following.

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

Worksite Coimbatore : Module I-3, 2nd Floor, Tidelpark Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies* which are listed in corporate intranet www.hclbpo.net.

Worksite Chennai	: ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpatt Taluk, Kancheepuram Dist. Chennai – 603 103, India
Worksite Coimbatore	: Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.
Worksite Pune 1	: Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.
Registered Office	: 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Annexure III

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

BASIC SALARY The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

House Rent Allowance (HRA) The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

Advance Statutory Bonus Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

Attendance Allowance Attendance Allowance is payable max. up to INR.1000/- per month.

Food Wallet Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

Compensatory Allowance Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

Medical Insurance Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- You may refer 'Medical Insurance policy' for further details.
- Coverage under ESI:**
Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.
*The percentage and amount is in compliance with the current PF Act.

Gratuity

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.



March 19, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91-80-49139999
<http://www-07.ibm.com/in/careers/>

Dear Roshani Nandkishor Jambhulkar

The world is at a major turning point; technology is enabling entirely new forms of business operations, business models, industries and outcomes. We have exponentially more power to reach the full potential of our life's work than any humans before us. This is IBM's vision for the future.

We invite you to join us as a Analyst – Risk and Compliance, in band 3 to do your best work ever. You will be working alongside passionate IBMers, business & technology experts, who are constantly building their knowledge and expertise to find the best solutions to help our clients achieve their goals and create new possibilities.

At IBM you will experience an inclusive and collaborative culture where you can offer ideas and solutions, no matter your experience or area of expertise – you have an audience that listens from Day 1. You will have access to world-class learning opportunities to help you create the career you've always imagined. Join us and you'll be proud to call yourself an IBMer.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.





March 19, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91-80-49139999
<http://www-07.ibm.com/in/careers/>

Dear Roshani Nandkishor Jambhulkar

We are pleased to offer you the position of Analyst – Risk and Compliance, in band 3 at IBM India Pvt Ltd(IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e April 1, 2021. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Embassy Tech Zone, Plot No 3, 1.1 building, Wing B, Rajiv Gandhi Infotech Park, Phase 2, Hinjewadi, Pune – 411057. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have any questions about your first day start paperwork, please send an email to pronboar@in.ibm.com.

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:



- Relieving document from most recent employer – Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation
- Passport and Pan card– If you do not have Passport or Pan card you need to bring one of the following IDs.
 - Voter ID card
 - Driving License
 - Aadhaar Card
 - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only) :- Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Pune . However, your services are transferable, and you may be assigned to any other department, location or office of IBM, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history.
- Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.



- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- IBM encourages and fosters a culture of strong performance from its employees. Accordingly during your service with IBM, you will be required to comply with the following:
 - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
 - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
 - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
 - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
 - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
 - Your compliance with the above terms and conditions shall be reviewed from time to time and shall be an integral condition of your continued employment with IBM.



- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- You will, by default, be enrolled in IBM's Group Medclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your service without notice or compensation.
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee



at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.

- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM, and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.



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ANNEXURE A

DATE	March 19, 2021		
NAME	Roshani Nandkishor Jambhulkar	BAND	3
DESIGNATION	Analyst – Risk and Compliance	LOCATION	Pune
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		95000	
Annual Reference Salary		275000	

3. Retirals	
a) Provident Fund (PF)	21600
b) Gratuity @ 4.8%	8640
Annual Reference Salary + Retirals	305240
4. Performance Linked Variable Pay	0 to 30000
5. Annual Potential Compensation	Annual Reference Salary + Retirals + Performance Linked Variable Pay

*Company currently has performance linked variable pay program with performance measured against criteria announced at monthly or quarterly frequency. This forms a part of the variable earnings and actual earnings & frequency of payment will be as per the defined Company Policies. The management reserves the right at its discretion to modify/amend/withdraw/continue with the program.

All salary components may be subject to restructuring or modification based on IBM policies.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal



premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.

- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE



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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Reference Salary	Annual Basic Salary + Annual FBP
4. Performance Linked Variable Pay	Amount of Target earnings mentioned under Performance Linked Variable Pay Program is determined based on your specific role and process/client aligned and subject to change based on any changes to your roles & responsibilities. This forms a part of the variable earnings and actual earnings & frequency of payment will be as per the defined Company Policies. The management reserves the right at its discretion to modify/amend/withdraw/continue with the program.

**For detailed information please refer to Company policies, which are subject to change from time to time.*



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Other Benefits- Additional Information*

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Medclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Medclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable)

**Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse, or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Medclaim Insurance Policy.

National Pension System (NPS)



NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) in case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressly given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) In case of any injury resulting in Death or permanent total disability.
- c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits, and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

** IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate any benefit or other plan, program, practice or policy of IBM at any time. IBM does not have any obligation to, and nothing contained in these documents shall be construed as creating an express or implied obligation or promise on the part of IBM to, maintain, continue to offer, or make available such plans, programs, practices or policies.*

Maternity Benefit:

All women IBM employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and IBM Maternity Leave Policy as may be amended from time to time. These benefits currently include:

1) Maternity Leave for:

- a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.
- b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.
- c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.
- d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and



prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer IBM Maternity leave policy and IBM Flexible work option policy in effect from time to time for more details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.



IBM CONFIDENTIAL

ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : _____ Date Of Hire : ___ / ___ / _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation. (b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to



the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM



Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM. I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.



My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name	Employee's Signature	Employee Serial No.	Date

Date: 25-Sept-2020

OFFER OF APPOINTMENT

Dear **Janhavi**,

We are pleased to appoint you as **Executive - HR** in our Company with effect from **25-Sept-2020**.

Your annual CTC will be Rs. **2,40,000 (Rupees Two Lakhs Forty Thousand Only)**.

TERMS OF EMPLOYMENT

1. Probation Period:

You will be on probation for **6 months**. Your confirmation will be communicated to you in writing. Vyom Labs reserves the right to terminate your employment in case your performance, behavior and / or conduct during the probation period is found unsatisfactory.

2. Working Hours:

You may be required to work in shifts and / or in extended working hours, as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements exigencies from time to time, without any extra remuneration / compensation.

3. Mobility / Relocation:

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

4. Increments and Promotions:

Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Vyom Labs performance review and appraisal clause.

5. Alternative Employment:

As a full-time employee of Vyom Labs, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of Vyom Labs.

6. Confidentiality Agreement:

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of Vyom Labs and its clients.

7. Notice Period:

During your employment with Vyom Labs, either you or Vyom Labs can terminate the appointment by giving 90 calendar days written notice or 50% of gross salary in lieu of the notice. If you are covered under Service Agreement, either you or Vyom Labs can terminate the appointment by giving 90 calendar days written notice as set out in the Policy of Vyom Labs.

Vyom Labs reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period or decide whether your existing earned leave or basic salary in lieu of notice period may be adjusted against the entire or partial notice period.

8. Joining Documents:

For a convenient joining process, the joining documents as mentioned in the mail should be submitted within 2 days of Offer Acceptance. You can submit the documents to the point of contacts at either your current location or your joining location.

9. Letter of Appointment:

You will be issued a letter of appointment at the time of your joining and on completion of the joining formalities as per Vyom Labs policy.

10. Terms and Conditions:

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

11. Rules and Regulations of the Company:

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

Vyom Labs Pvt. Ltd.

Regd Office : S.No 173/4, Office No. 7, Aditi Samruddhi, 4th Floor, Baner, Pune-411045. Maharashtra -INDIA

Ph.: +91 - 20 - 6632 1000 Email : info@vyomlabs.com

www.vyomlabs.com

12. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and/or condition would entitle Vyom Labs in withdrawing this offer letter at its sole discretion.

13. Offer Letter Validity:

If you fail to accept the offer from Vyom Labs within 1 day, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Please also confirm your acceptance of this offer by e-mail to **manisha.singh@vyomlabs.com** by **19th April 2018**, failing which this offer shall stand withdrawn.

Please send us a copy of your resignation letter duly accepted by your present employer within 1 day, failing which this offer shall stand withdrawn.

Sincerely,
HR Department

Vyom Labs Pvt. Ltd.

OTHER BENEFITS

Health Insurance:

Vyom Labs extends the Basic Health Insurance cover to you under the Company's health insurance policy. You have an option to cover your family and dependents, as per applicable premium charges. The features of the Policy are:

Hospitalization Coverage Upto Rs. 2,00,000/- per beneficiary.

Accident Coverage is Rs. 2,00,000/-

Coverage for Dependent Parents -On payment of full premium, dependent parents are covered under the Health Insurance Scheme as per applicable premium.

Higher Hospitalization –Coverage -You will be covered under Higher Hospitalization of Rs. 5,00,000/- per family on payment of applicable Premium

RETIRALS

Provident Fund: (Applicable If Opted)

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952".

Gratuity:

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



Dated: 8th January 2020

Palash Hemant Shahare

402 Empress Mills Housing Society,
Shri Nagar,
Nagpur - 440015

Mob: +91 9545813983

E-Mail: palashshahare@gmail.com

Subject: Offer for Appointment

Dear **Palash**,

Further to your application for job and subsequent interviews with us, we are pleased to extend our intent of appointing you as '**Management Trainee**'. Your initial location of posting would be at our Pune office. We would like you to join us on **13th January 2020**.

Kindly sign the duplicate copy of this letter to signify your acceptance of the offer. I welcome you to our organization and wish you a successful career with us.

Yours sincerely

For **Mancer Consulting Services Pvt. Ltd**

Satya D Sinha
[CEO]

[Palash Hemant Shahare]



Gross Salary

Gross Salary	Per Month	Per Annum
Basic	10,000.00	1,20,000.00
HRA	5,000.00	60,000.00
Conveyance Allowances	1,600.00	19,200.00
Medical Allowances	1,250.00	15,000.00
PF Employer Contribution**	1,200.00	14,400.00
Special Allowances	5,950.00	71,400.00
Gratuity		5,769.00
Total	25,000.00	3,05,769.00
Variable		
Guaranteed Performance Bonus		16,500.00
Grand Total		3,22,269.00

1. Deduction

Income Tax, Professional Tax, ESIC & PF will be deducted as per statutory Laws if applicable.

2. PF:** Total PF will be deducted Rs. 2,400.00 from your gross monthly salary (Employer's Contribution + Employee's Contributions)

3. Office Timing

- Monday to Friday 9.30 A.M. to 6.30 P.M (may vary as per project requirement)
- 1st Saturday (9.30 A.M. to 6.30 P.M) of every month is working (may vary as per project requirement)

4. Holidays / Leaves /Incentive As per company policy

5. Documents Required on Joining: The Company shall conduct a background and reference check as per company policy and this offer/employment 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/employment at any time. The background check will be initiated post once you submit your complete required documents and information on the day of your joining.

- All Educations Certificates
- 5 Nos. Passport Size Photographs
- Experience Certificate
- Relieving Letter
- Salary Slip & Salary Certificate
- Pan Card Photo Copy
- Bank A/c No:
- Passport Photo Copy/Driving Licenses
- Aadhar Card



Incentive Scheme

GUARANTEED PERFORMANCE BONUS:

You are eligible for Guaranteed Bonus Component on achieving a threshold Level of Salary*5.5.

- If the revenue generated is \geq Salary * 5.5 you earn 1% of the Revenue
Or
- If the revenue generated is \geq Salary * 6 you earn 1% of the Annual Target

PERFORMANCE INCENTIVE:

Is calculated as per the following Plans:

- 15% (Fifteen Percent) of the **REVENUE*** generated by you in Quarter 1 over and above the achievement of 100% of the **ANNUAL TARGET****.
- 17% (Seventeen Percent) of the **REVENUE*** generated if it is equivalent or more than the Quarterly Target, in the Quarter consecutive to the Quarter when the Annual Target is achieved. Likewise 19% (Nineteen Percent) of the **REVENUE*** generated by you in the 3rd Quarter & 21% (Twenty One Percent) of the **REVENUE*** generated by you in the 4th Quarter if it is equivalent or more than the Quarterly Target. Or otherwise the incentive percentage drawn in the last quarter will be applicable.
- 17% of the **REVENUE*** generated in the 4th Quarter only if the Quarterly targets have been consistently achieved in 1st, 2nd, 3rd and 4th Quarters & the total **REVENUE*** generated in the complete year is equivalent or more than 200% of the **ANNUAL TARGET****

Notes:

- * **REVENUE** – Total amount received from clients for placements done by you. Service Tax and TDS will not be taken into account for the purpose.
- ** **ANNUAL TARGET** – You are required to generate minimum revenue of [Annual Salary * 6] annually.
- Eligibility of Incentive only over and above achievement of 100% of the **ANNUAL TARGET**
- The extra percentage of incentive is only applicable from the quarter consecutive to the quarter in which the **ANNUAL TARGET** is achieved.
- Incentive is calculated and disbursed on a Quarterly basis as per the following plan



- 1st Quarter- (Apr-June) - Incentive will be disbursed in the month of October
- 2nd Quarter-(July-Sep) - Incentive will be disbursed in the month of January
- 3rd Quarter-(Oct- Dec) - Incentive will be disbursed in the month of April
- 4th Quarter – (Jan-March) - Incentive will be disbursed in the month of July



Reference: Persistent/Trainee/1072270/0.3

**Trainee Offer Letter
Confidential**

14-3-21

Ms Pooja Setia
Building A-3/Flat 202, Antariksha Housing Complex, Pimpri,
Pune - 411018

Dear Pooja,

Subject:Your engagement as a trainee with Persistent

Congratulations!

With reference to your application for training with us, and the subsequent selection process, we are pleased to inform you that you have been selected as **Trainee** with Persistent Systems Limited (Company).

The duration of the training will be for a period from **March 15, 2021** to **September 14, 2021**.

During the training period you will be paid a consolidated stipend of **Rs.15,001** per month. As a company policy we would enroll you under the Provident Fund Scheme and would make the required percentage of deduction from your Stipend as a contribution toward your PF account.

Monthly Component		Amount (Rs.)
Basic Stipend	[A]	13,393
Company Contribution to E PF	[B]	1,608
Gross Stipend	[C]	15,001

You will also be eligible for benefits such as free lunch, snacks, tea and coffee during your internship period.

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

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

Page 2 of 3

1. Working days

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

2. Holidays and Leaves

During the leaves period, you will be eligible for leave as per Company's Leave policy. You will not be eligible for any other leave or compensatory off during the training period.

3. Termination of training

The training period can be terminated with one month notice or stipend, in lieu of the notice period on either side.

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

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

In such event, the Company will not be liable to make payment, in lieu of notice period.

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

The training period can be terminated by whatsoever reasons by either party by giving one month notice period.

4. Dispute Resolution

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

4. Dispute Resolution

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

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

Pune

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

Page 3 of 3

5. Documents required at the time of joining

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

Original certificates/documents will be returned to you after verification.

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

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

**Yours sincerely,
For Persistent Systems Ltd
Kalpana Kudlingar
Head - Talent Acquisition**



Nilkamal Limited



Head Office : Nilkamal House, 77/78, Road No. 13/14, M.I.D.C., Andheri (East), Mumbai - 400 093, INDIA. Tel. : (91-22) 2681 8888 / 2836 1366

Material Handling Division : Fax : (91-22) 2836 1923 / 2836 7891 ● E-mail : info@nilkamal.com

Furniture Division : Fax : (91-22) 2835 3556 ● E-mail : furniture@nilkamal.com ● Visit us at : www.nilkamal.com

@home Division : Fax : (91-22) 2837 2787 ● E-mail : connect@at-home.co.in ● Visit us at : www.at-home.co.in

Mr. Pradipkumar Hasure
AT-PO-
Hasurchampu Tal-
Gadhinglaj,
Kolhapur, Maharashtra –

23rd December 2020

416501.

SUB: OFFER LETTER

Dear Mr. Pradipkumar,

Further to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Officer - Purchase** based at **Bhiwandi Mattress Plant**.

An appointment letter giving all the details will be issued to you as soon as you join us. We would like you to join us **24th December 2020**.

You will need to submit an acknowledged copy of your resignation letter within seven days of receipt of this letter for further processing and issuance of your Appointment Letter.

We Request you to submit copies of the following:

1. Educational Certificates (HSC, SSC, Graduation, Others if any)
2. Age Proof
3. Residential Proof
4. Salary statement of previous employer
5. Relieving Letter from your current company
6. 4 photos
7. Photocopy of Pan Card & Aadhar Card
8. Bank account details for salary/re-imburement – cancelled cheque of

SBI/IDBI only Please sign the duplicate copy of this letter as token of your

acceptance and return to us. **Wish you all the best!!**

For Nilkamal Limited

A. K. Tyagi
Dy. General Manager - Human Resources

Accepted
(Pradipkumar Hasure)



Nilkamal Limited



Head Office : Nilkamal House, 77/78, Road No. 13/14, M.I.D.C., Andheri (East), Mumbai - 400 093, INDIA. Tel. : (91-22) 2681 8888 / 2836 1366

Material Handling Division : Fax : (91-22) 2836 1923 / 2836 7891 ● E-mail : info@nilkamal.com

Furniture Division : Fax : (91-22) 2835 3556 ● E-mail : furniture@nilkamal.com ● Visit us at : www.nilkamal.com

@home Division : Fax : (91-22) 2837 2787 ● E-mail : connect@at-home.co.in ● Visit us at : www.at-home.co.in

Candidate Name	Pradipkumar Hasure
Designation	Officer - Purchase
Department	Purchase
Division	Operations
Grade	A4
Location	Bhiwandi Mattress Plant

Salary Component	Rs. Per Annum	Rs. Per Month
Basic	1,49,496	12,458
HRA	52596	4,383
Supplementary Allowance	102516	8,543
Other Allowance	43980	3,665
Total Gross	348600	29,050
PF	33600	2,800
Gratuity	4,882	407
Bonus	34920	2,910
Total CTC*	420000	35000

Date: 15-01-2020

Ms. Pratiksha Vinod Kainge,

DEPUTATION LETTER

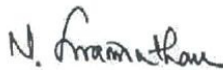
Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED with effect from 01-02-2020 at their PUNE office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 01-02-2020 be required to work at our client's office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED.
5. You shall be bound to follow the working hours of BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED and use such information only in connection with the service provided to BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED. This arrangement is purely a contractual agreement between Randstad and BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED entrusted to you in the due discharge of your duties and shall indemnify BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Yours truly,
For Randstad India Pvt Ltd.



N Swaminathan Iyer
Vice President - SSC

I, Prajakta Shrikant Kakade have read and hereby accept the above mentioned terms and conditions

Signature :



Offer Letter

Name: Rohan Sunil Shete

Date: Tuesday, August 11, 2020

Dear Mr. Rohan Sunil Shete,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (“Company”), on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, August 18, 2020**. Your work location would be **Pune / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

5. Department, Designation & Reporting Manager:

Department : Business Development (51000000)
Designation : Business Development Trainee - Sales
Reporting Manager : Aishvary . (TNL201611035)
Role Location : Pune / Bangalore
BDT Training Location : Byjus - Bangalore

The two months training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

6. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your 2 months training period.

7. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

8. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

9. **Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

10. **Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

11. **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

12. **Termination:** Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door

and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

13. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

14. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

15. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

16. General Provisions:

- a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.
- b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
- i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- j. All disputes arising herein shall be governed by the laws of India and the jurisdiction

to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. 3 Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorized signature.



November 10, 2021

Dear Suchita Mandwade

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Assistant Manager**, at Grade **M1** in our organization at **Pune**.

Your annual compensation in terms of fixed cost to company will be INR. 275,000/- (Two Lakh Seventy Five Thousand). A detailed appointment letter will be issued to you, subsequent to acceptance of this offer.

Name	Suchita Mandwade
Designation	Assistant Manager
Role	Acquisition Manager
Function	Acquisition Manager-RL SALES-Sales
State	Maharashtra
With effect from	20-Dec-21

	Components	P.M.	P.A.	Frequency	Remarks
a. Basic	Basic Salary	11,948	143,380	Monthly	Minimum 40% of Fixed Pay excluding Section d (Insurances Premiums) & Additional HRA (If any).
b. Housing	House Rent Allowance	4,872	58,461	Monthly	Upto 50% of Basic Salary
c. Allowances and Benefits	Fitness Allowance	1,000	12,000	Monthly	Amount paid per month under Health and Fitness related Benefit. You can enter your fitness goals by visiting on Kotak's site: Health to the power infinity
	Statutory Bonus	2,390	28,676	Monthly	Payable as per Payment of Bonus Act
d. Insurances Premiums	Medicclaim		7,080	Annual	This denotes average Premium for covering you and dependents (partner and 2 children) for 4 Lakhs family floater. Additional cover of 2Lakhs for employees post completion of 5 years. You will be covered by default, coverage of the dependents as per your declaration. More details in Kotak Medicclaim Policy. Policy is renewed in April every year. Voluntary top-up and

Kotak Mahindra Bank Ltd.

CIN: L65110MH1985PLC038137

Kotak Infinii, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General AK Vaidya Marg,
Malad (E), Mumbai 400097,
Maharashtra, India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

					parents policies cover premium is paid by you.
	Kotak Term Life + GPA		1,300	Annual	This denotes average premium for the grade calculated as per Term Life cover for the grade. Life Insurance Policy: 1.5 times of CTC or grade-wise limit whichever is higher. Group Personal Accident Policy (GPA): 3L or 1 time CTC, whichever is higher Refer Term Life Insurance Policy & Group Personal Accident Policy.
e. Retirals	Contribution to Gratuity Fund		6,897	Annual	This amount is 4.81% of Basic Salary. However gratuity is payable after 5 years of continuous service as per The Payment for Gratuity Act. As per current gratuity policy of the company, exgratia is paid on pro-rata basis at the time of separation even if length of service is less than 5 years.
	Contribution to Provident Fund		17,206	Annual	Company's contribution towards PF @12% of Basic
Total Fixed Pay (a+b+c+d+e)	Total Fixed Pay	20,210	275,000		
f. Role Based Allowances/ Benefits	<ul style="list-style-type: none"> - Shift Allowance - for employees working in shift as per Shift Working policy - Remote Working Allowance - for the roles as per Remote working Policy - Corporate Mobile SIM - for the roles as per Mobile Policy - Corporate Credit Card - In case your role and grades defined as per Corporate Credit Card policy - Laptop/ Desktop - as per the role eligibility and company policy. 				
g. Potential Variable Pay	As per the variable pay policy applicable for your role.				
h. Other Benefits	- Emergency Loan - Refer to Emergency loan policy for eligibility amount and other details.				

Please note that this email is intended for your understanding of the salary components only and should not be construed as a formal offer of employment. We shall issue a formal appointment letter once you give your acceptance of the above to us either on email/system. After receiving your Appointment Letter you should initiate your resignation with your current employer.

Please note your employment is subject of the positive background verification of all the details provided by you including Employment/ Educational documents. Therefore, it is advised that you submit documents best to your knowledge.

Kotak Mahindra Bank Ltd.

CIN: L65110MH1985PLC038137

 Kotak Infinii, Building No. 21,
 Zone 4, 2nd Floor, Infiniti Park,
 Off Western Express Highway,
 General AK Vaidya Marg,
 Malad (E), Mumbai 400097,
 Maharashtra, India.

 T +91 22 66056825
 F +91 22 67259071
 www.kotak.com

 Registered Office:
 27 BKC, C 27, G Block,
 Bandra Kurla Complex,
 Bandra (E), Mumbai 400051,
 Maharashtra, India.



Kotak Mahindra Bank

Yours sincerely,

For Kotak Mahindra Bank Ltd,

Rakesh Tanwar
Associate Vice President
Human Resources

Kotak Mahindra Bank Ltd.

CIN: L65110MH1985PLC038137

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