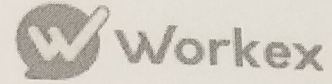


Corporate Office:

#84, 2nd Floor, Fourth Cross Road,
Panduranga Nagar, Bannerghatta Main
Road, Bengaluru, Karnataka - 560076



ENGAGEMENT CUM ACCEPTANCE LETTER

Date: 04-03-2022

Employee Code: WXBA0166T

Dear Niranjan Gadhav,

With reference to application and discussions with us, we are pleased to tender for the appointment as an independent contractor for the client location as already informed earlier.

Your services shall commence from **2022-03-04 (yyyy-mm-dd)** and you shall be designated as a "**Sales Agri Advisor**", you shall be initially located at Company's client location, however, if required, you may be transferred to the Company's other client location - Pune.

We acknowledge receipt of information as required to comply with your obligations as per the Annexures attached.

You shall be entitled to service fees as outlined in table below. However, incentives and other benefits shall be at the sole discretion of the Company and subject to the change whenever necessary.

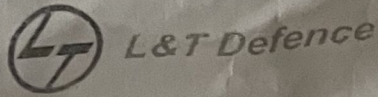
PAYOUT STRUCTURE	
PARTICULARS	AMOUNT
Total Payable Days	30 days
Monthly- Out	Rs. 15000

Note:

- **These calculations are subject to the number of days worked.**
- **Target linked incentive shall be paid as per the incentive scheme announced by the client outsourced and can be changed as per the client policy.**
- **This Pay-out is subject to Tax which is to be deducted. PAN Card is compulsory in the absence the tax rate is increased to 20%**
- **Any damage to the company's client asset must be recovered from the pay-out.**
- **There will be a 1 month notice period.**

You are requested to signify your acceptance of this offer and service fee by

House No. 405, Anand Nagar, Rewari, Haryana - 123401
CIN NO.: U74999HR2017PTC067282, E-mail- support@workex.xyz Phone Number: +91
80 5065 5611



Congratulations

Dubey

08/10/21

Larsen & Toubro Limited
Defence
Strategic Systems Complex
A5, 7, 8, 10 & 11, MIDC Talegaon
Village Navdikhi Umbr, Taluka Marol
Punc - 410 507, Maharashtra, INDIA
Tel : +91 2114 669 002
Fax : +91 2114 669 069
www.Larsentoubro.com

Defence-HR: TLGA: CONF: 20318283

October 1, 2021

Mr. Hrishikesh D Patil
LARSEN & TOUBRO LIMITED
DEFFNCF IC., TALEGAON

Thru: ME

Dear Hrishikesh,

Confirmation of Your Appointment

Further to our Offer of Employment on probation Period letter Defence/Talegaon - HR/2021-22/Hrishikesh Patil dated March 25, 2021. We have pleasure in confirming your contract of employment in the Company's Executive Cadre on the following terms and conditions.

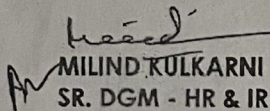
Cadre	:	E2
Basic salary on confirmation	:	Rs. 16,450/-
Date of confirmation	:	October 1, 2021

There will be no specified increments in the above grade. Increments will not be automatic but will depend on the Company's financial result and your individual performance.

All other terms and Conditions of your employment will remain unchanged.

We wish you success in all your future endeavours.

Yours faithfully
For **LARSEN & TOUBRO LIMITED**


MILIND KULKARNI
SR. DGM - HR & IR



Chhatrapati Shivaji Maharaj
Chowk, Pimple Nilakh ,
Pune-411027
8149162113/8888427333.

Dear Parag Rajendra Takale ,

On behalf of Ingawale & Dalvi Associates Pvt. Ltd, I am pleased to offer the job in the company.

Details are as follows:

Job Title : Sales Marketing Intern

Working hours: 6 hours/day and 6 days/week

Official offer beginning : 5 May, 2022.

I hope you will learn and give your best efforts while the job.

P.S: Furnish copies of below mentioned documents, along with the originals for verification at the time of joining.

- Std X Certificate and mark sheet
- Std XII Certificate and mark sheet
- Degree Certificate and Semester-wise / Year-wise mark sheets
- Master's Degree Certificate and Semester-wise / Year-wise mark sheets
- Diploma /PG Diploma Certificate
- Any other Certificates with supporting documents, if any
- Your latest salary slip / Salary Certificate
- Passport sized colour photographs with white background
- Cancelled bank account cheque or passbook
- Valid government ID proof for your current / permanent address (PAN Card & Aadhar Card).

Thank You

Ingawale & Dalvi Associates



Letter of Intent-Final Placement

Date: November 20, 2021

Dear Chinmay Fegade,

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

Position-Executive-Client Acquisition

CTC- 3,30,000/-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,

Madhup Agrawal

National Head, HR



Documents required for issuing the offer letter

We request you to send the below listed documents at sablok.ritika@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) 10th Marksheet
- 5) 12th Marksheet
- 6) All semester wise mark sheet for Graduation (in case of any backlog, please share all mark sheets)
- 7) All semester wise mark sheet for Post-Graduation
- 8) No Objection Certificate from College/Institute or Provisional Degree

Should you have any queries, please feel free to contact Ms. Ritika Sablok @7067085817.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

08 October 2021

Snehal More
India

Dear Snehal,

We are pleased to offer you the role of an **Intern** for Credence HR Services (the "Company") on the terms and conditions set out below.

In course of you discharging your responsibilities, you will be required to perform services for the Company, subject to applicable laws and regulations.

Location: You will be working from the Company current office in Pune. However, the Company reserves the right to request you to work from any alternative location, as deemed appropriate.

Position: **Intern** | for a period of 90 days that is extendable by mutual consent

Commencement Date: Your responsibilities will commence from 11 October 2021.

Business Days and

Working Hours:

Normally, business days for the Company runs from Monday to Saturday; you may login anytime till 08:59:59 hours. Your total work hours on any day (Monday to Friday) must be atleast 555 minutes (with total breaks in between not exceeding 60 minutes in all); for Saturdays, working hours will be atleast 275 minutes (with total breaks not exceeding 15 minutes in all). For business purposes, you may be required to work on a weekend.

You are required to report to work within the aforementioned timelines. For any reason whatsoever, if you report to work beyond the timeline mentioned, the Company shall treat the same as half day off and deduct the prorated amount for any amount payable to you.

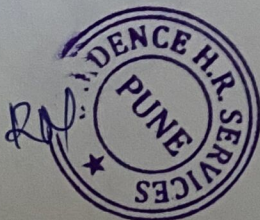
Compensation/Fee: Your total fixed internship fee for this period will be INR 12,000 (Indian Rupees Twelve Thousand Only) payable in equal monthly instalments in arrears by no later than the 05th working day of the subsequent month and will be subject to any applicable statutory withholding.

Leaves: You are not entitled to any leaves during the period of internship expect those mandated statute.

Taxation: You will be responsible for any taxation liability that may arise from any payment made to you by the Company during the course of your engagement.

Termination: You may or we may terminate your engagement with the Company for any reason by giving not less than 15 days of notice in writing to the other party. The Company reserves the right to shorten any notice period it is required to give you by a payment equal to the amount of consultancy fees you would have otherwise been paid for the unexpired notice period.

Notwithstanding the foregoing, if the Company terminates your employment for Cause, no notice will be required. With regard to references for Cause, 'Cause' shall mean: (i) willful misconduct or gross negligence in discharge of your responsibilities; willful or continued failure or refusal to perform any responsibility reasonably requested in the course of your engagement with the Company; or (ii) fraudulent, dishonest or other improper conduct engaged in by you that causes, or in the sole discretion of the Company has the potential to cause, harm to the Company including reputational damage, without limitation, your violation of any policies of the Company applicable to you, your violation of laws, rules or regulations applicable to you, criminal activity, habitual drunkenness or use of illegal drugs; or (iii) a material breach by you of this



Date: 13th January 2022

CONFIDENTIAL

To,
Mr. Yash Gilda
Pune.

LETTER OF APPOINTMENT

Dear Mr. Yash,

We have pleasure in appointing you as “Executive Sales” with effect from 13th January 2022. Your Annual Cost to Company (CTC) will be INR Rs.3,21, 600/- break –up of which is attached as Annexure I.

• **Probation Period**

You shall be on probation for a period of six months from the date of your appointment and confirmation as a permanent employee will be done subject to a satisfactory evaluation by your supervisor at the end of the probation period.

• **Review**

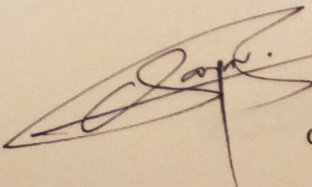
Review of your performance will be as per our company’s policy.

• **Leave**

You will be eligible for leave as per Company’s policy.

• **Proof of Age**

You will be required to produce satisfactory proof of age at the time of joining. The same may be evidenced from the School Leaving Certificate or from the birth register certificate. Once, such proof of age is accepted and recorded on the company’s register you will not be permitted to seek a change of date of birth.


19012022



KNEST MANUFACTURERS LLP

APPOINTMENT LETTER

Date: 11th Nov 2019,

Mr. Tanaji Shinde

Subject: Appointment for the Jr Production Planning Engineer

Dear Mr. Tanaji Shinde,

With reference to your application, representation of your credentials and the subsequent interview that you had with us, we are pleased to offer you an appointment on **11th November 2019**, in our organization on the following terms and conditions:

1. Designation

You will be designated as **Jr. Production Planning Engineer**

2. Placement & Compensation

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter and shall be subject to deduction as per statutory laws.

3. Salary revision

Your salary revision will depend on your performance and discretion decision by management. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Posting & Transfer

Your initial posting will be at "PUNE". However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

5. Working Hours

The regular working hours of the company are from 9.30 am to 6.30 pm, 26 days and can be changed only at discretion of management.

6. Probation

You will be on probation for a period of **6 months**. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

7. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other

PKH



LETTER OF APPOINTMENT

Date: 16 May, 2022

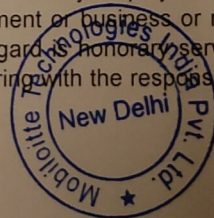
Dear Shivani,

Welcome Aboard!

We are delighted to offer you the position of **Human Resource Executive** - in Mobilotte based in **Pune**. Your scheduled start date of employment with us will be 16 May, 2022.

Here are the terms and conditions of our offer:

1. Your Total Salary will be INR. 25000/CTC /- per month. The details of the salary are provided in Annexure A.
2. You will be eligible for various benefits like Leave, Health Insurance and Group Life Insurance etc. of the Company as per the company policies after the completion of your probation period. You can know more about the same on the intranet portal. You will be eligible for further review of the emoluments as per the Company Policy.
3. Your services are transferable to any of the existing establishments / locations of the Company as well as to any new establishments / locations that may be set up by the Company in future at the discretion of the Company without any extra remuneration. You are also liable to be transferred from one department to another department at the discretion of the Company.
4. You will be governed by all the rules and regulations of the Company including for employment, hours of work, holidays, discipline and general work practices applicable to the establishment / Location where you are posted for work and as amended from time to time. For details of the rules, please visit the Mobilotte intranet or seek assistance from the Human Resource department.
5. You are expected to operate with a high level of diligence and trust. You may also be required to supervise the work of employees if assigned to report to you.
6. In the course of your employment, you may be given samples of our code snippets, products, promotional materials, stationery and other materials for the purpose of being used while in employment. You shall be responsible for the safekeeping, appropriate usage and rendering account of such materials in your possession. You are requested to sign the enclosed undertaking and return it to the Human Resource Department. In the event of your employment coming to an end, you shall return all such materials with proper accounting and reconciliation before you are relieved from the services of the company. In case you fail to account for and return such materials within seven days of your employment coming to an end.
7. As per the policy of the Company, we expect all our full-time employees to devote their full-time attention and effort to the business of the Company and to continuously develop their professional skills in the mutual interest of the individual as well as the Company. We clearly disapprove of any employee directly or indirectly engaging himself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. The only exception that is permitted in this regard is honorary services that may be rendered by the employee on a reasonable and part-time basis, without interfering with the responsibilities entrusted to him by the Company, in regard to :
 - a. Social & Community Services
 - b. Professional Services
 - c. Sports and Welfare
 - d. Educational Activities



Shivani Bhojane

OVUT EDIBLE OILS PVT. LTD.

Sr. No.47, Plot No. 14, Vivek Nagar, Akurdi, Pune - 411 035.

Contact No. : 8442999998,

E-mail : shubhamw069@gmail.com

TO,
Miss. Aishwarya Bipin Bandarkar
Sona Banglow Teli ali
Ratnagiri, Maharashtra 415612

Dear Aishwarya,

OFFER OF APPOINTMENT

It is our pleasure to extend an offer of Employment to you to join OVUT EDIBLE OILS PVT LTD as a HR admin assistant at akurdi pune Maharashtra location. Your Initial location for Posting is Akurdi, Pcmc. Your total emoluments and other benefits (CTC) will be 258355 (Two lakhs Fifty Eight Thousand three hundred and Fifty five Only) per annum.

This offer is based on the understanding that all the information provided by you is correct, true and complete. If subsequently any information is found incorrect, untrue or incomplete your services will be terminated four with without any consideration.

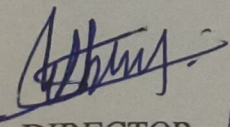
Please confirm your joining by signing in the duplicate copy of the letter within a day failing which this offer stands cancelled. On receipt of your confirmation you are requested to join on 10 Feb 2022.

On the date of joining please bring the following documents in original for verification as well as a set of photo copies for submission or you may send it by mail in advance.

1. Educational certificates and Marksheet
2. Identity proof like pan card, Aadhar card, Voter's Id, Passport copy, etc
3. passport size colour photos
4. Proof of bank details

We look Forward to your acceptance in the copy of the letter
Thanking you

For and On behalf of
OVUT EDIBLE OILS PVT LTD


DIRECTOR



CONFIDENTIAL

Date - 04 May 2022

Name : Kshitij Mangesh Mane

Sub: Letter of Internship

Dear **Kshitij Mangesh Mane**

Further to our discussions, we are pleased to offer you position of “**Project Trainee**” with **Atos Global IT Solutions and Services Private Limited** at our **Pune** office.

Your internship will commence on **09 May 2022** and conclude on **31 August 2022**.
For this position, you will be paid a Stipend of INR **15,000/-**(Fifteen Thousand only) per month subject to deduction on leaves

During your internship, you may have access to trade secrets and business information belonging to the Company. By accepting this offer of Internship, you acknowledge that you shall keep all of this information strictly confidential during the period of internship and thereafter, and refrain from using it for any purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, assets, and documents, including electronically stored information.

By accepting this Internship offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees. Company reserves right to terminate your internship at any point of time.

Please note that you are provided with this internship opportunity based on your request and this shall not be construed as an employment nor this will entitle you to claim any employment and / or preference for employment with the company, as the case may be.

We are positive you will find the work environment stimulating and conducive to helping you realize your professional goals. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and trust.

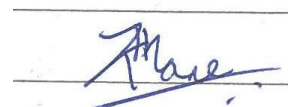
Please endorse your acceptance by duly signing the duplicate copy of this letter no later than close of business on **05 May 2022**

Congratulations on your Internship!

For **Atos Global IT Solutions and Services Private Limited,**

Nasir Usman Shaikh
Vice President- HRM

Kshitij Mangesh Mane



METRO
Global Solution Center

Date: 27th May 2022

Name: Snehal Mate

Address: FLAT NO-403 OPPOSITE TO SHIVSPARSH HEIGHTS BUILDING NEAR AJINKYATARA
SOCIETY VADEGAON BUDRUK 411041

Subject: Employment Offer Letter

Dear Snehal,

With reference to your candidature and subsequent discussions with us, we are delighted to make you an offer with our organization on the following terms and conditions:

1. Designation : Associate
2. Level : L5
3. Date of Joining : 09th June 2022
4. Place of Employment : Pune, Maharashtra, INDIA
5. Compensation Structure : As detailed below

Components	Annual Amount (INR)
Basic	168,000
HRA	13,440
Statutory Bonus	32,223
Special Allowance	180
Total Fixed Compensation	213,843
Employer's contribution to Provident Fund	20,182
Gratuity Provision	8,081
Variable Pay	13,108
Employer's ESIC Contribution	6,950
Total Cost to Company (CTC)	262,164

Your Total Target Compensation is Indian Rupees Two Lakh Sixty-Two Thousand One Hundred Sixty-Four Only.

You will be eligible to participate in the Company's variable pay program subject to meeting performance criteria. The bonus amount payable to you would be dependent on the company's performance and your individual performance. The details of the variable pay program will be available on the intranet.

METRO GLOBAL SOLUTION CENTER PRIVATE LIMITED
(formerly known as Metro Global Business Services Private Limited)

Registered Office :
6th Floor, Wing 2, Cluster D, EON Free Zone
Plot No. 1, S. No. 77, MIDC Kharadi Knowledge Park
Pune- 411014, Maharashtra, India
T +91 20 7100-1500 F +91 20 7100-1799
CIN: U74900PN2011PTC38620

www.metro-gsc.in

METRO
Global Solution Center

Note:

* INR 6,000 per annum Internet Allowance over and above the CTC (Applicable to Level 4 & 5 employees)

* An employee may also be eligible for any other applicable allowance as decided by the Company from time to time.

The work schedule is for a duration of 8.5 hours (including breaks) on every business day and a five-day working week.

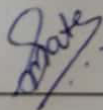
This Employment Offer is valid for 15 days from the date of this email. You are requested to confirm your acceptance by returning a signed printed copy of this email within the period.

By signing this Employment Offer, you are accepting/providing consent to all the Terms and Conditions set forth herein and as attached to this Employment Offer in various Annexures (Annexed herewith Annexures 1-2).

We welcome you and look forward to your being a part of the "Metro Family" and wish you a long and successful career with METRO GLOBAL SOLUTION CENTER PRIVATE LIMITED".

Please sign and return the duplicate copy of this letter, as a confirmation of your acceptance.

I have read, understood, and agree with the terms and conditions outlined above and I accept employment with
"METRO GLOBAL SOLUTION CENTER PRIVATE LIMITED".



Signature

29/05/2022

Date

METRO GLOBAL SOLUTION CENTER PRIVATE LIMITED
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Annexure 1

Terms and Conditions of Employment

1. REPORTING / JOINING

Your Appointment shall be effective from your Date of Joining. Please note that this Employment Offer and a detailed Appointment Letter, containing the details on the terms of employment and salary break-up will be provided to you on your date of joining.

This offer is valid, subject to:

- All information provided by you, during your discussions with our company representatives being accurate satisfactory reference checks
- After receiving your acceptance of this offer, the Company reserves the right to communicate with your past or existing employer to confirm your availability to join as agreed and to conduct professional references and background verification
- On your date of joining, we would expect you to complete the necessary joining formalities and submit documents listed in the *Annexure 2*
- The terms discussed in this offer and subsequent revisions are confidential in nature and should not be disclosed

2. PROBATION

- Your employment is subject to satisfactory completion of a period of probation. The probation period is designated to grant the Company time to assess whether you are to fulfill your role with the Company
- You will be on probation for a period of 6 (Six) months from the date of your joining. However, your probation period can be extended further at the sole discretion of the Company if your performance / conduct is found to be unsatisfactory. You will continue to be on probation until confirmed in writing

3. FULL TIME EMPLOYMENT

You shall, during your employment with the Company, devote your full time and attention to the Company's business entrusted to you and shall not engage yourself directly or indirectly, either

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honorary or otherwise, in any business or service, other than Company's business and service, unless prior written permission is obtained by you from the Company.

4. PLACE OF WORK

Your initial place of posting will be as mentioned in the Offer of Appointment. However, the Company reserves the right to transfer you to another department, division, business entity or location at any time during your employment.

5. DATA PROTECTION

The Company may obtain and use personal data related to you in context of your employment with the Company. Such data may be transferred or used by the Company or any of its subsidiary or third party even if such subsidiary or third party is situated in or outside India. The Company will however put all safeguards to ensure adequate level of data protection. By accepting this offer letter, you also provide your consent for processing your data as per the terms of our [Data Protection Notice](#).

6. DATA PRIVACY

The Company requires that you shall observe Data Privacy as per Company's regulations/ policy, regarding the processing and protection of any personal information and/or data to which you may have access to in the course of your duties and shall report any infringement relating to the way personal information or other data is processed to the Company immediately. In the event of any breach of the said undertaking, the Company shall be entitled to take such action against you as per the Company Rules and/or applicable law. We may require you to sign additional documents depending on your job role to ensure confidentiality of data.

7. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to the Company as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the company's business or that results from work that you perform for the company or using the company's equipment, supplies and facilities, and shall comply with the policies of the Company in relation to Intellectual Property.

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CIN: U74900PN2011PTC38620

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8. PROFESSIONAL ETHICS

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. Please deal with the Company's money, material and documents with utmost honesty and professional ethics.

You shall also maintain utmost dignity in your behavior and conduct while dealing with the employees, vendors and visitors of the Company including persons directly or indirectly associated with the Company in any manner.

9. COMPANY POLICIES

You agree that as part of your job responsibility, you will follow the guidelines, standards, rules, policies, procedures, directives, and practices of the Company prevailing from time to time. You agree that the Company may change any of its guidelines, standards, rules, policies, procedures, directives and practices from time to time, and that such change will apply to your job responsibility and be binding on you. Such changes may affect or result in a modification of the terms and conditions governing your employment which is set out in this letter or elsewhere, and you shall be bound by such changes as permitted by the law.

10. ABANDONMENT

Unauthorized/ Unsanctioned absence from work for a continuous period of 10 days or when overstayed for a period of ten days after expiry of sanctioned leave, shall make you lose your lien on the job, and it shall be treated that you have yourself terminated your employment with the Company.

11. TERMINATION

This employment can be terminated by either side, by giving one month's notice during the probation period or two months' notice after confirmation or basic salary in lieu of the notice period. Prior to leaving the Company, you will ensure that all your ongoing activities are successfully completed and properly handed over to the satisfaction of your manager/in charge/superior. However, under no circumstances the relieving period can be less than one (1) month from the date of acceptance of your resignation.

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T +91 20 7100-1500 F +91 20 7100-1799
CIN: U74900PH2011PTC38620

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Annexure 2

List of Documents

You would be required to submit photocopies of the following documents, as may be applicable to you, to the company at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

1. Permanent Account No. (PAN)
2. SSC /HSC certificates with mark-sheets
3. Graduation /Post-graduation degree /Diploma with mark-sheets
4. Professional degree / diploma with mark-sheets
5. Proof of identity (ration card/ passport/ driving license/ PAN card)
6. Current address proof (electricity or telephone bill/ lease agreement / bank statement)
7. Appointment letter for last two employments
8. Relieving letter for last two employments
9. Salary slips for last three months
10. Three passport size-colored photographs

On joining you will also be required to furnish the following:

1. Family dependent details
2. PF number from previous employer
3. Any other relevant information that may be required

Date: 28 June 2022

Mr. / Ms. Sushil Nikalje

Dear Sushil,

We have pleasure in appointing you as **Process Associate**, in our organization. While you will be initially based at our **Pune Office**, the Company reserves the right to transfer your services or place you in any other capacity or location that it may decide from time to time.

1. Date of joining

Your appointment is effective from the date of joining which shall be as early as possible but not later than **1-Jul-22**

2. Salary

Your compensation will be **Rs. 2,44,642/- (Rupees Two Lakhs Forty Four Thousand Six Hundred and Forty Two Only)** per annum, on a **cost to company (CTC)** basis. The breakdown of the CTC will be as specified under various line items as set out in Schedule A. Statutory deductions such as Income Tax, Profession Tax, and Employee Provident Fund would be deducted in line with the prescriptions of the respective Acts. Your compensation is strictly confidential and may not be shared with anyone.

3. Salary review

Your salary will be reviewed as per company policy subsequent to successful completion of probation. Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the year.

4. Performance Based Incentive

Your incentive is calculated at **4%** of your fixed emoluments, i.e. **Rs.8846**, which is a part of your total emoluments as mentioned in **Annexure-I**. This component is linked to your Performance and shall be governed by the Company rules and policy, you are eligible to earn up to **200% of your Performance Incentive**. Your incentive payout will happen monthly.

5. Leave

You will be entitled to leave as per the rules as made applicable to your cadre from time to time. In the first three months from the Date of Joining, you are not eligible for any leave. Violation of leave policy can lead to termination as per Company Policy.

6. Retirement

The retirement age is 58 years.

7. Probation & Confirmation:

You will be on probation for 6 months from the date of commencement of your services. The Company may at its discretion, extend such probationary period subject to your performance. During the Probation Period, your services are terminable by **30 days'** notice by either party. On completion of six months it will be an automatic movement to permanent roles, unless otherwise notified. On confirmation, your employment will be subject to termination on **'60 days'** notice by either party.

8. Other Work

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

Gallagher Service Center LLP

Regd. Office: 401 A,B,C,D,E,F and G, Delta #2, Gigaspace IT Park, Vimannagar, Pune - 411 014, Maharashtra (INDIA) Tel. : +91 20 6625 1700

Brigade Magnum, 1st Floor (Wing-A) & 2nd Floor, International Airport Road, Amruthahalli, Kodigehalli Gate, Hebbal, Bengaluru - 560 092, (INDIA) Tel No.: +91 80 4034 3434 / 6191 6000

LLPIN: AAL- 5010 - ('Registered with Limited Liability')

(Formerly known as Gallagher Operations Support Services Private Limited (CIN: U72900PN2006PTC128475) up to February 07, 2017)

9. **Working hours**

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

10. **Responsibilities**

You will always need to be aware of the responsibilities and duties attached to your position and conduct yourself accordingly. Your work in the Company will be subject to the rules and regulations of the Organization as promulgated and modified from time to time in relation to conduct, discipline and other conditions of service.

11. **Travel**

You will be required to undertake travel on the Company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your level.

12. **Confidential information**

12.1 "Confidential information" shall mean and include, but not be limited to the Company's product schematics, drawings, software (object code & source code), data, database, product plans, designs, protocols, prices, finances, marketing plans, business opportunities, personnel related information, sales and customer information, business policies, practices and strategies, information received from other entities which the Company is obligated to keep confidential, and research and development results which have not been:

- previously published or disclosed to the general public;
- previously available without restrictions; and
- which information the Company desires to protect against unrestricted disclosure or use.

12.2 "Confidential information" will however, not include information that:

- is or enters the public domain through no fault of yours
- is known and has been reduced into tangible form by you prior to the time of disclosure
- is independently developed by you without access to or use of the proprietary information
- is generally made available to you by the Company without restriction on disclosure or
- is disclosed by you with the Company's written consent.

12.3 You will not at any time, without the written consent of a Director, make copies or disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs, administration, software or project being carried out, whether the same may be confined to you or become known to you in the course of your service or otherwise.

12.4 By accepting the present terms of appointment, you are acknowledging that the Company is the proprietor of the confidential information as detailed in paragraph 12.1.

12.5 By accepting the present terms of appointment, you are further acknowledging that the "Confidential information" as aforesaid, is being exposed to you in trust and that the same would only be used by you for and in the interest of the Company and particularly in order to further the purposes of your employment with the Company. The aforesaid "Confidential Information" will not be used or disclosed by you, during the course of your employment with the Company, for the benefit of any other entity or person, without the written consent of the Board of Directors of the Company.

12.6 You will not, after the termination of your employment with the Company, use the "Confidential Information" as aforesaid, either personally or during the course of employment with your future employers.

12.7 You acknowledge that the restrictions imposed under the present terms of employment are reasonable and are necessary in order to protect the Company's legitimate interests and that the violation by you of these restrictions would cause damage to the Company entitling it to, *inter alia*, injunctive relief.

13. **Intellectual Property Rights**

13.1 "Intellectual Property Rights" shall mean all intellectual property (whether registered or not registered) created, developed or acquired by the Company in respect of its products, including but not limited to copyrights, trademarks, designs, trade secrets, confidential information and patents.

13.2 You acknowledge the ownership of the Company in respect of all Intellectual Property associated with its products and undertake that you will not, either during or after the termination of your employment with the Company, infringe, cause to infringe or abet the infringement of these rights.

13.3 The ownership of any Intellectual Property that you may create or develop for the Company, during the course of your employment, will vest in the Company, for all territories in the world and for their entire term of protection, your remuneration being a adequate consideration.

14. Protection of interest

If you conceive any new or advanced methods of improving processes, systems or software in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right/property of the Company.

15. Past records

If any declaration given or information furnished to the Company prove to be false or if you are to have willfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

16. Termination notice

On successful completion of the service agreement /Probation your employment is terminable by two months (60 days) notice on either side or either Party is not bound to give any reason thereof. Your release/relieving will be subject to you serving the one months notice period and satisfactory handing over of your duties, responsibilities, company documents, company assets, etc. to the company.

17. After termination

On termination of employment you will immediately deliver-up to the Company all its properties including correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, floppy diskettes, magnetic media, effects or records, etc. and shall not make copies or retain any of these items.

18. Abandonment

You shall be punctual and regular in your attendance. If you remain absent for 2 consecutive days or over-stay beyond sanctioned leave by 2 or more consecutive days, you shall be deemed to have voluntarily separated / abandoned from the services of the Company and lose right on the job.”

19. Conditional offer

This is a conditional offer subject to successful completion of Reference check and Background verification. You'll be intimated once these formalities are completed.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter.

Yours faithfully,
For Gallagher Service Center LLP



Pushparaj G
Service Delivery Manager- Human Resource

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

Date:

Signature:

Annexure – I

Emoluments A	Per Annum	Per Month
Basic	168733	14061
House Rent Allowances	18000	1500
Statutory Pay	14173	1181
Employer's Contribution to Provident Fund	20248	1687
Fixed Emolument	221154	18430
Performance Based Incentive**	8846	737
Emoluments Total (A)	230000	19167
Benefits B		
Employer's contribution to ESI	6530	
Gratuity***	8112	
Benefits Total (B)	14642	
Cost To Company (CTC): Total (A+B)	244642	
Deductions		
Employer's Contribution to Provident Fund		1687
Employee's Contribution to Provident Fund		1687
Employee's Contribution to ESI		126
Professional Tax		200
Net pay		14729

In additional to above compensation:

- You will have the potential to earn overtime amount of Rs.1500/- (approx.) per month.
- You can earn incentive of Rs.4, 000/- upon clearing international domain certification.

This appointment letter is subject to clearance of Background Verification Check.

Name: _____

Place: **Pune**

Signature: _____

Date: _____

Annexure - II

Components	Description
Statutory Pay	Paid in advance on monthly basis as per Payment of Bonus Act. Amount is subject to change basis statutory amendments applicable for the state.
House Rent Allowance	Paid monthly and is subject to tax exemption on submission of relevant documents as per Income Tax rule at the end of Financial Year
Employer Contribution to PF	Company's contribution to Provident Fund - 12% of Basic Salary capped at Rs.21600 per annum. Amount is credited to employee's PF account directly.
Special Allowance	Special allowance is a taxable allowance. This is subject to review and may change or be adjusted against other components of Total Emoluments at company's discretion
Performance Based Incentive	* Paid monthly up to 200% of the amount indicated above and is linked to your monthly performance rating.
Total Emoluments	* Sum of fixed Emoluments & Performance based Incentive. Salary increments are done on this component and not total CTC which includes benefits.
Employer Gratuity	*As per Payment of gratuity Act - Eligible for payout on completion of 5 years at the time of separation
ESI Employer contribution	*As per Employees State Insurance Act -Contribution by employer to facilitate medical benefits. Is currently at 3.25% of monthly earnings
Mediclaim Insurance	Applicable Only if you don't fall under ESI Bracket. Premium for Insurance coverage as indicated below: Medical insurance cover of Rs. 2 Lakhs Accident Cover 1 time annual CTC, Term life coverage up to 1 time annual CTC(in case of demise)
Night Shift Allowance	*Amount is paid for the days worked in nightshift as per policy. Allowance is subject to change as per managements discretion

***Salary components are subject to changes as per Management Discretion**

Name: _____

Place: _____

Signature: _____

Date: _____

ANNEXURE – III
DECLARATION CUM UNDERTAKING

I, Mr./Ms. **Sushil Nikalje** have been issued the Offer Letter by Gallagher Service Centre LLP (hereinafter referred to as “Company”) for the position of **Process Associate**. As a part of my employment with, the Company, I’m given to understand that I will be issued a HP make laptop along with the other joining formalities.

The laptop issued to me by the Company with the below mentioned understanding:

- a. The laptop issued is solely for official purpose.
- b. I shall acknowledge the receipt of the laptop via email to gsc_recruitment_pune@ajg.com
- c. I shall be fully accountable for the theft, loss or damage to the Company property and materials and shall be liable to replace or pay equivalent amount to the Company in the event of the same. The Company retains the right to deduct the amount from my salary in case of theft, loss or damage to the property.
- d. I shall not disclose the system password to anyone.
- e. I shall not leave my laptop unattended. I would be personally responsible for its misuse of any nature when I am away.
- f. I shall not share Company's proprietary/ confidential information with anyone.
- g. I shall not misuse the Internet access facility granted to me.
- h. I shall not do personal work on the office computer / system.
- i. I shall take print out of mails and/or documents only when absolutely necessary.
- j. I shall always try and ensure not to download any type of software from any source at any time whatsoever. If required for any official purpose at any time, approval from IT department will be taken in writing to make sure such software are scanned properly before use, and such software will be downloaded legally and with IT department's consensus.
- k. I shall not use personal systems / laptops unless expressly allowed in writing by IT department.

II. I understand that:

- a. The Company’s IT and other assets provided to me shall always remain the property of the Company and not of any individual.
- b. The In-house developed software and data is the Company’s exclusive property and shall not be used for any external purpose under any circumstances.
- c. The Company reserves its right to amend, modify, rescind, delete, supplement or add to the provisions of the said declaration cum undertaking, as it deems appropriate from time to time in its sole and absolute discretion.
- d. It shall be my responsibility and obligation to return the laptop and all the Company provided materials and properties to the Company’s [specific department or personnel if any] upon termination of my employment with the Company.

III. I fully agree and accept that it is my personal responsibility to adhere to the Company's IT. policy and any amendment / modification thereof and to comply with all of the provisions stated therein in true letter and spirit. I understand and am accountable for any consequence or any misuse of the Company’s system. I further undertake to abide by the IT policy guidelines as a condition of my employment and my continuing employment in the Company.

IV. I acknowledge that the confidential information and inventions is/are valuable, special and unique and that in the event of breach of any terms/obligations/conditions of this declaration cum undertaking will result in irreparable harm/injury to the Company and therefore, I agree that, in the event of breach or threatened breach of any terms/obligations/conditions of this declaration cum undertaking by me, the Company shall be entitled to a temporary, preliminary and/or permanent injunctive relief in addition to and not in lieu of any other legal or equitable relief including monetary damages; and without prejudice to foregoing I agree to indemnify and keep indemnified, without demur, the Company from and against any and all losses, liabilities, claims, expense, damages, costs (including but not limited to advocate fees, litigation cost), which the Company may suffer/incur as a result of breach of any terms/obligations/conditions of this declaration cum undertaking and/or the offer letter by me.

V. I accept and agree that this declaration cum undertaking is a part of my employment agreement with the Company or offer letter issued by the Company to me and shall be read and understood in conjunction with the same.

Date:

Name:

Signature:

JAY EXCAVATORS PVT.LTD. (JEPL)

OFF.NO.1&2, SANSKRUTI APRT.MAHARSHINAGAR NR.SHIVSHANKAR KARYALAY PUNE-37

TEL. No. 24267123 Email ID - info@jeplindia.com

WORK ORDER OF DUMPER DT. 01.06.2022

SITE NAME	Anhinav Infra
DUMPER NO.	Mh-12-RN-5171
NAME OF PARTY	Mr Aniket Lugade
CONTACT PERSON	
	MOB. NO. -- 9623235259
CHEQUE DRAWN ON	Swaraj Infra
TYPE OF WORK	Hiring Of Hyva
G S T.	NA
PAN NO.	
RATE	FINAL RATE -- SANCTION BY (SIGN)
3 BRASS CAPACITY (PER DAY)	5700/- Per Day
Work Duration	12 Months
ALLOWANCE	FINAL RATE -- SANCTION BY (SIGN)

OTHER TERMS AND CONDITIONS ARE AS FOLLOWS -

A] DAY'S CALCULATION

1. If the dumper is used up to 4 Hours, then Half Day is calculated.
2. If the dumper is used for 5 to 6 Hours, then 3/4 Day is calculated.
3. If the dumper is used for 7 to 9 Hours, then full Day is calculated.

In Above calculation, if any problem is occurred from Our Side (Company Side) then above conditions are applicable.

In other cases if the problem is occurred from Your (Supplier) side, then above rates are calculated as " PER HOURLY BASIS ".

B] EXTRA DIESEL

If there is any EXTRA DIESEL taken from site for any other use or transport other than site material, it will be debited to your bill

C] DRIVER ALLOWANCE

Allowance of Driver is included in above rates.

D] TDS DEDUCTION

TDS is to be deducted as per the Rules and Regulation. TDS is to be deducted from the gross bill amount.

E] CHALLANS

Challans will be given from Our Office Every Week.

F] VALIDITY

Above rates are valid for Entire project.

G] BILLING AND PAYMENT TERMS

1. Bills has to be raised monthly by Supplier.
2. Payment will be issued after 45 days after submission of bill.

H] TERMS ON SITE

Cash will not be provided on site in any circumstances.

I Agree to the above Terms and Conditions of the Company.

[NAME & SIGN OF AUTH. PERSON]

[SUPPLIERS STAMP & SIGNATURE]

May 30, 2022

Bhairunath Bhajandas Ingale

T12377

Pune

Compensation Review 2021 -2022
Private and Confidential

Dear Bhairunath,

Despite the headwinds of the global pandemic, most of our Businesses achieved strong growth in Revenue and bottom-line in FY2021-22. This is testimony to the hard work and commitment of the entire team and something we can collectively be proud of.

As we look back with satisfaction at the last year, it is also important to remain focussed on our ambitious long term growth plan. We must continue to balance the demands of the next quarter and next quarter-century. I know that I can count on your commitment and focus on execution to ensure our continued success.

Post the closure of FY 22, we are pleased to inform you the Compensation Revision with effect from 1st April 2022.

We are pleased to inform that you have been rated as '**4 - Met Expectations Always**'.

We are happy to inform you of your Promotion to the title of '**Assistant Manager (Grade L5)**'. Your Annual Compensation (Particular C in Annexure) is hereby revised **from INR 563030 /- to INR 636224 /- with effect from April 1, 2022.**

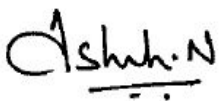
In our endeavor to drive awareness and utilization of key benefits across the Organization, we are also pleased to introduce you to our Total Rewards Package. Please refer to the Annexure to view the benefits and perquisites applicable to you as per your level.

Please note that in line with your Promotion and the prevailing Company policy, your notice period effective June 01, 2022 is 60 days.

You will continue to be governed by all the internal policies of the organization, including the Employee Handbook, as may be updated from time to time.

Thank you for your contribution in FY 22 and we look forward to your continued contribution in FY22-23 Best wishes for a great year ahead!

Sincerely,



Ashok Reddy
Managing Director

Annexure

Compensation Breakup with effect from 1st April 2022		
Particulars	As of 31st Mar'22	From 1st Apr'22
Basic	200544	220608
HRA	80220	88248
Advance Statutory Bonus	19200	20400
Special Allowance	177348	171781
LTA	0	24000
Employer's PF Contribution	24060	26472
Fixed (A)	501372	551509
Performance Pay (B)	61658	84715
Total Compensation (C = A + B)	563030	636224
Increment in Total Compensation (C) effective 1st Apr'22	INR 73194/- p.a. / 13 %	
Benefits		
Employer's Gratuity Contribution	9646	10611
Mobile Reimbursement Eligibility Limit	6000	9000
Group Medclaim & Group Personal Accident Insurance Premium	2000	2000
Group Term Life Insurance Premium	2000	4000
Total Benefits (D)	19646	25611
Total Rewards (C + D)	582676	661835

Note:

- Performance pay shown in the above break up is the Target Performance Pay at 100%. This is subject to change as per company policy/ performance.
- Net Pay is subject to applicable tax as per location; Income tax will be as per act, 1961
- Details of Benefits:-
 - Gratuity will be paid only upon exit from the Organization, subject to and in accordance with the Gratuity Act, 1972, the prevailing Company policy and the subsequent amendments to it
 - Mobile Reimbursement can be claimed monthly at actuals basis bill/(s) submission and subject to limit specified
 - Company Borne Group Medclaim Insurance (GMC) coverage is only for Self upto INR 1,00,000 per annum. You can choose to opt for an enhanced GMC coverage upto INR 3,00,000 or INR 5,00,000 per annum and/or add upto 5 dependents (Spouse, Children and Parents (or) In-laws but not both Parents & In-Laws) and if you do so, the corresponding incremental premium shall be deducted from your monthly payroll. Current Policy year is from 1st Jul'21 To 30th Jun'22 and the premium may change every policy year.



- Company Borne Group Personal Accident Insurance (GPA) coverage is only for Self up to an amount of INR 2,00,000 per annum. With no additional premium from you, the GPA coverage automatically increases to INR 5,00,000 per annum in case you opt for enhanced GMC coverage. Current Policy year is from 1st Jul'21 To 30th Jun'22 and the premium may change every policy year.
- Company Borne Group Term Life Insurance coverage of INR 1000000/- for you. Current Policy year is 17th Feb'22 to 16th Feb'23 and the premium may change every policy year.
- Please refer to the employee handbook for details on all the benefits

Disclaimer: - "This document has been electronically signed & no changes have been made to this document since the time of such electronic signature."

TeamLease Digital Private Limited (formerly TeamLease Staffing Services Private Limited)

CIN No: U74999MH2016PTC283227

6th Floor, BMTC Commercial Complex, 80 Feet Road, Koramangala, Bangalore 560 095

Ph : (91-80) 33002345 Fax: (91-80) 33243001 corporateaffairs@teamlease.com / www.teamlease.com

Registered Office : No. 6, 3rd Floor, C Wing, Laxmi Towers, Bandra Kurla Complex, Bandra(East), Mumbai - 400 051

OFFER LETTER

Date: 6-Oct-2021

From:

Trinamix Systems Private Limited
Pentagon-3, 402, 4th Floor
Magarpatta City, Hadapsar
Pune 411 028, INDIA

HR Ref. :

To:

Mr. Darshan Kiransingh Pardeshi

Dear Mr. Darshan Kiransingh Pardeshi,

Congratulations!! Subsequent to the selection process, we are delighted to offer you a position in Trinamix Systems Private Limited (Referred further as "Trinamix" or "the company" in this letter) as per the details mentioned below:

1. Designation: Senior Associate Business Analyst
2. Grade: A2
3. Gross Salary per annum: Rs. 10.2 Lakhs
4. Date of Joining: 8-Nov-2021
5. Reporting Location:
Trinamix Systems Private Limited
Pentagon-3, 402, 4th Floor
Magarpatta City, Hadapsar
Pune 411 028, INDIA
6. Base Work Location:
Trinamix Systems Private Limited
Pentagon-3, 402, 4th Floor
Magarpatta City, Hadapsar
Pune 411 028, INDIA

The Terms and Conditions of our Offer are mentioned further.

Employment Terms and Conditions

1. **Remuneration Package:** Please note that your Gross Salary mentioned above is a CTC (Cost to the Company). Please refer Annexure-1: Salary Details.

Please note:

- a. The CTC includes performance based variable pay and the other benefits that Trinamix offers. The Performance based variable pay percentage is different for different grades/roles and is paid as per the individual performance and contributions as well as the company's overall performance.
 - b. The CTC also includes Gratuity as mentioned in Annexure-1. As per the prevailing Government Rules and Regulations, the gratuity amount is accrued and is payable upon cessation of employment after completing minimum five years in the company.
 - c. The Remuneration package is strictly confidential and the same should not be disclosed and/or discussed with existing employee/s of Trinamix, potential employee/s of Trinamix, clients, prospects or competitors.
2. **Documents Required:** You are required to submit self-attested photocopies of the documents, which are listed in Annexure-2. Please note – Please bring the original documents for the verification by HR, which will be returned to you immediately after verification.
 3. **Salary Increments and Promotions:** Your career growth and increase in salary will solely be dependent on your performance and contributions to the company. Normally, Promotions and Salary increments are given on annual basis, effective 01-April.
 4. **Probation Period and Confirmation:** You will be on Probationary period of 6 months and may be confirmed as a permanent employee of Trinamix upon successfully completing your probation. In addition to the successful completion of the probation, your confirmation as a permanent employee of Trinamix is also subject to you submitting the requisite documents as required by the company (Please refer Annexure-2 for the list of documents)
 5. **Contract:** Considering the fact that Trinamix is going to invest considerable time and efforts in providing training (class-room + on-the-job training), It is agreed that you shall continue to work with Trinamix for a minimum period of 30 months (thirty months) starting from DOJ. To this effect, you should sign a mutual agreement.
 6. **Background Checks:** The company, at its sole discretion, may conduct background checks to validate the details about your education and employment as furnished by you. Therefore, you are required to submit some of the documents as identified in Annexure-2 on the day you join the company.

In addition, the company, at its sole discretion, may conduct additional background checks which may include

- a. Validate your identity, address
- b. Check any criminal Records, court records
- c. Conduct Drug Test

The company, at its sole discretion and as deemed necessary by the company and/or as mandated by its clients, may initiate the Background Check at any stage of your employment with the company.

Any discrepancies/unfavourable results revealed through the Background Checks may lead to immediate termination of your employment with the company without any notice period and any financial liabilities thereof to the company.

7. Notice Period: During the Probationary Period, your employment with the company can be terminated by either side with a notice period of one month or one month's Monthly Basic Salary in lieu of the notice period. If you are a confirmed employee of the company, the employment can be terminated from either side with a notice period of 3 months or total Monthly Basic Salary of 3 months in lieu of the notice period.

However, the company, at its sole discretion, may not accept the salary in lieu of the notice period and require you to serve the entire notice period depending on the status of the work/project and the company's business commitments OR the company, at its sole discretion, may relieve you before the end of the notice period without any financial liabilities on either side as mutually agreed upon.

8. Expenses and Dues: You will be required to claim business related expenses at actuals along with the relevant original receipts within 30 days of incurring the expenses. The claims will be reimbursed as per the prevailing policy and guidelines. Similarly, any unsettled dues need to be settled within 30 days or it will be recovered from your salary
9. Leaves and Holidays: In addition to weekly-offs (Sat and Sun), all the employees based in India will be entitled for 10 Paid Holidays in a year (includes Government Holidays and some of the festivals of significance in India).

The employees based in India will also be eligible for PTO (maximum 24 days per year) as per the prevailing Leave Policy.

10. Work Hours: You are required to work for 40 hours per week. However, considering the nature of our business, you are expected to be flexible on the work hours as per the business needs. The company reciprocates it by allowing flexibility in the timings on specific occasions if the employee has earned it. Obviously, you are expected to balance the flexibility provided with the business and customers' needs.

Also, in some circumstances, if you are required to work on weekends/holidays for responding to any critical business needs of the company and its customers, you will be given compensatory off/s as per the prevailing policy in lieu of the extra days worked. You are advised to read the policy for the further details upon joining the company.

11. Work From Home (WFH): The company at its sole discretion may allow an employee to work from home after mutually considering the employee's personal needs, nature of work and project needs and therefore, this is to be considered as a facility that the company provides to an employee and is not to be construed as an entitlement.

Further, for an extended period for WFH, company at its sole discretion will decide such a period and may require an employee to visit in person at the Reporting Location at a predetermined frequency and/or regularly report a detailed status of work on phone and/or by e-mail to the Reporting Manager at a predetermined frequency. The employee can avail this facility only after an express written approval of his/her Reporting Manager mentioning the address of the work location, contact details, period and other reporting requirements.

If an employee avails this facility, it's employee's responsibility to ensure that he/she has necessary connectivity and other infrastructure (with adequate back-up arrangements) to discharge his/her duties. The one-time or recurring costs for the same, if any, will be borne by the employee.

While availing WFH facility, the employee will also ensure his/her availability during the working hours and at any other time as per the project requirements. He/she will also ensure adequate availability and confidentiality of the data/information. Any failure in this regard will be considered as a breach of trust and may have consequences commensurate with the severity of such a failure as perceived by the company. Such consequences may include, but are not limited to, the termination of the WFH facility or even up to immediate termination of employment with no financial liabilities to the company towards such a termination.

12. Protecting the Company's Interests: You hereby agree that:
- a. You will engage yourself exclusively in the work assigned by the company and you will not engage yourself in any other business entity, directly or indirectly, or provide services to any individual whereby it would conflict with the company's business interests and/or your time and dedication to Trinamix
 - b. You will not undertake any other employment or any engagement or assignment in advisory or consulting capacity, directly or indirectly, whether full-time or part-time, as a director or partner/member or an employee of any other organization or entity engaged in any form of business activity without the express written consent of Trinamix. The consent may be given subject to any terms and conditions that the company may deem fit and necessary, and further, it may be withdrawn any time at the discretion of the company
 - c. You will not induce, solicit or encourage the following, not only during your employment with the company but also for a period of one year from the cessation of your employment with the company, irrespective of the circumstances and/or reasons for the cessation:
 - i. any employee of Trinamix to terminate his/her employment with Trinamix and/or accept employment with any competitor, supplier or any customer with whom you have a connection

- ii. any customer or vendor of Trinamix to move his existing business with Trinamix to a third party or to terminate his business relationship with Trinamix.
- iii. any existing employee to become associated with, or perform services of any type for any third party.
- d. You will disclose and discuss any matter on conflict of interests with your Reporting Manager, understand the position of the company and then resolve the conflict, if any, mutually and amicably.

13. Confidentiality of Data and/or Information: You undertake to maintain confidentiality and not to divulge or disclose any data/information on the following, except under the obligation of the law or as may be required by other authorized and competent internal authority as advised and/or approved by your Reporting Manager:

- a. Training, Opportunities and access to new techniques, technology and know-how of the company's business that will be made available to you from time-to-time
- b. Trinamix, its employees, its customers or any other stakeholder
- c. Any trade secret, proprietary or confidential data and/or information in connection with the company's business
- d. Any trade secret, proprietary and confidential data and/or information of our current customers, past customers and prospects

You further agree to return Trade secrets, proprietary and confidential information to Trinamix upon the termination of your employment or at any other time upon request.

You further understand and agree that this covenant shall endure not only during your employment but also for a period of one year from the cessation of your employment with the company, irrespective of the circumstances and/or the reasons for the cessation.

14. Other Terms & Conditions:

- a. You agree to travel and work from other location for a short term (typically, up to 6 months) or long term (typically, 6 months or more) duration, which may be the company's other office in India or abroad or client's location in India or abroad. The allowances, if applicable, for such a deputation would be as per the prevailing policy. Also, if you are deputed at other location, you would be abided by the location specific Rules & Regulations and Policies, if any.
- b. You agree that all the artefacts (for example: programs, documentation, proposals, etc.) created/updated by you during your employment with the company would be an Intellectual Property (IP) of the company and Trinamix would be the sole owner of the IP.
- c. When your employment with the company ends, you will be responsible to return all the company assets in your possession (such as laptop, data card, documentation, manuals, books, etc.) in good condition on your last working day
- d. We assume that you have provided us the right information to the best of your knowledge. Any intentional false or incomplete information may result in withdrawal of this Offer or termination of your employment with the company immediately without

any financial liability whatsoever to the company. Further, you will disclose and declare if there are any written or oral agreements that you are into, which may have bearing on your commitments under this agreement

- e. If you indulge into
 - i. breaching any of the terms and conditions mentioned herein
 - ii. involving into an act of gross misconduct and/or negligence
 - iii. getting convicted for any criminal offense

then, your employment with the company will be terminated immediately without any notice period and any financial liability thereof to the company. Further, your performance not measuring up to the expectations, your inability or disinterest to put in required efforts to improve your performance and/or acquire required skills despite the relevant feedback shared with you by your manager from time to time (either verbal or written), an intent or behaviour amounting to exploitation of the company's policies and/or facilities, any loss of business and/or adverse impact on business due to your performance and/or behaviour, misbehaviour or non-cooperation with your colleagues, repeated failure to deliver on agreed upon commitments, insensitivity towards handling company assets with due care, etc. may amount to an act of misconduct and/or negligence.

- f. Your employment terms may specifically be enforced legally if the need arises. In this connection, if any of the terms or provisions of this agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions and terms of this agreement shall continue to be in force and effect
 - g. The terms and conditions mentioned in this agreement supersede any existing agreement or understanding, if any, between you and the company related with your employment with the company.
 - h. You declare that you are not prevented delivering your services by a court or by any other competent administrative or judicial authority of India or any other country
 - i. Your employment with the company is subject to you signing off the Terms and Conditions of the Offer mentioned herein at the time of joining the company and you complying with the undertakings mentioned herein.
15. The company, at its sole discretion, can add or change these Terms and Conditions. Such changes, if any, will be informed to you from time to time.



Signatures:

<p>Mr. Ravi Prasad Vice President, Global Service Delivery Trinamix Systems Private Limited</p>	<p>I confirm that I have read and understood the terms and conditions, provisions of this Offer and I earnestly agree to comply with it.</p> <p>Candidate's name: Mr. Darshan Kiransingh Pardeshi</p>
<p>Date and Place:</p>	<p>Date and Place:</p>

Annexure-1: Salary Details

Name of Employee	Darshan Kiransingh Pardeshi	
Grade	A2	
Designation	Senior Associate Business Analyst	
Location	Pune	
Effective Date	8-Nov-21	
PARTICULARS	MONTHLY BREAKUP	YEARLY BREAKUP
TOTAL CTC		1020000
Basic Salary	34000	408000
House Rent Allowance	13600	163200
LTA	2833	33996
Meals Coupons	0	0
Other Allowances	30232	362784
Gross Salary	80665	967980
PF EMPLOYEE	1800	21600
Medical Insurance	0	0
Professional Tax	200	2500
Income Tax	As per Rate	As per Rate
TOTAL DEDUCTIONS	2000	24000
Net Income	78665	943980
ADD EPF EMPLOYER	1800	21600
GROSS INCOME	82465	989580
GROSS INCOME		989585
GRATUITY		19615
Variable Pay Income (VPI)	0%	0
Wifi/Broadband Reimbursement	900	10800
Cost to Company		1020000

* Please note that wifi/broadband would be reimbursed for Rs.900/month on actual bill submission.

Annexure-2: Documents you need to submit

Sr. No.	Description	How	When
1	Signed off Offer Letter	On the day you join	On the day you join
2	Latest CV signed by you	Signed copy of the CV	On the day you join
3	3 passport size coloured photographs	Original	On the day you join
4	Current Address Proof – Electricity Bill, Copy of Agreement with the landlord or any other appropriate document	Photocopy (bring original for verification)	On the day you join
5	Passport (The first and the last page), any Valid Visas. Please note - This will also serve as your permanent address proof	Photocopy (bring original for verification)	On the day you join
6	Driving License	Photocopy (bring original for verification)	On the day you join
7	Salary Slips of last three months from your last employer	Photocopy (bring original for verification)	On the day you join
8	Aadhar Card	Photocopy (bring original for verification)	On the day you join
9	Mark-sheets and certificates of 10 th and 12 th	Scanned Copies Photocopy (bring original on the day you join)	Scanned copies preferably with your Offer Acceptance. Photocopies on the day you join
10	Mark-sheets and certificates of college education – All degrees and professional trainings	Scanned Copies Photocopy (bring original on the day you join)	Scanned copies preferably with your Offer Acceptance. Photocopies on the day you join
11	Experience and Relieving Letter from all the previous employers	Scanned Copies, Photocopy (bring original on the day you join)	Scanned copies preferably with your Offer Acceptance. Photocopies on the day you join
12	As a personal health record of yourself, we will need your Blood Group. Request you to please have it checked if you don't have it already	-	On the day you join
13	Update your Contact details and Emergency Contact Details in the Company Repository	-	Coordinate with HR on the day you join
14	Add Family details for Company Insurance	-	Coordinate with HR on the day you join

OFFER LETTER

Date: 6-Oct-2021

From:

Trinamix Systems Private Limited
Pentagon-3, 402, 4th Floor
Magarpatta City, Hadapsar
Pune 411 028, INDIA

HR Ref. :

To:

Mr. Darshan Kiransingh Pardeshi

Dear Mr. Darshan Kiransingh Pardeshi,

Congratulations!! Subsequent to the selection process, we are delighted to offer you a position in Trinamix Systems Private Limited (Referred further as "Trinamix" or "the company" in this letter) as per the details mentioned below:

1. Designation: Senior Associate Business Analyst
2. Grade: A2
3. Gross Salary per annum: Rs. 10.2 Lakhs
4. Date of Joining: 8-Nov-2021
5. Reporting Location:
Trinamix Systems Private Limited
Pentagon-3, 402, 4th Floor
Magarpatta City, Hadapsar
Pune 411 028, INDIA
6. Base Work Location:
Trinamix Systems Private Limited
Pentagon-3, 402, 4th Floor
Magarpatta City, Hadapsar
Pune 411 028, INDIA

The Terms and Conditions of our Offer are mentioned further.

Employment Terms and Conditions

1. **Remuneration Package:** Please note that your Gross Salary mentioned above is a CTC (Cost to the Company). Please refer Annexure-1: Salary Details.

Please note:

- a. The CTC includes performance based variable pay and the other benefits that Trinamix offers. The Performance based variable pay percentage is different for different grades/roles and is paid as per the individual performance and contributions as well as the company's overall performance.
 - b. The CTC also includes Gratuity as mentioned in Annexure-1. As per the prevailing Government Rules and Regulations, the gratuity amount is accrued and is payable upon cessation of employment after completing minimum five years in the company.
 - c. The Remuneration package is strictly confidential and the same should not be disclosed and/or discussed with existing employee/s of Trinamix, potential employee/s of Trinamix, clients, prospects or competitors.
2. **Documents Required:** You are required to submit self-attested photocopies of the documents, which are listed in Annexure-2. Please note – Please bring the original documents for the verification by HR, which will be returned to you immediately after verification.
 3. **Salary Increments and Promotions:** Your career growth and increase in salary will solely be dependent on your performance and contributions to the company. Normally, Promotions and Salary increments are given on annual basis, effective 01-April.
 4. **Probation Period and Confirmation:** You will be on Probationary period of 6 months and may be confirmed as a permanent employee of Trinamix upon successfully completing your probation. In addition to the successful completion of the probation, your confirmation as a permanent employee of Trinamix is also subject to you submitting the requisite documents as required by the company (Please refer Annexure-2 for the list of documents)
 5. **Contract:** Considering the fact that Trinamix is going to invest considerable time and efforts in providing training (class-room + on-the-job training), It is agreed that you shall continue to work with Trinamix for a minimum period of 30 months (thirty months) starting from DOJ. To this effect, you should sign a mutual agreement.
 6. **Background Checks:** The company, at its sole discretion, may conduct background checks to validate the details about your education and employment as furnished by you. Therefore, you are required to submit some of the documents as identified in Annexure-2 on the day you join the company.

In addition, the company, at its sole discretion, may conduct additional background checks which may include

- a. Validate your identity, address
- b. Check any criminal Records, court records
- c. Conduct Drug Test

The company, at its sole discretion and as deemed necessary by the company and/or as mandated by its clients, may initiate the Background Check at any stage of your employment with the company.

Any discrepancies/unfavourable results revealed through the Background Checks may lead to immediate termination of your employment with the company without any notice period and any financial liabilities thereof to the company.

7. Notice Period: During the Probationary Period, your employment with the company can be terminated by either side with a notice period of one month or one month's Monthly Basic Salary in lieu of the notice period. If you are a confirmed employee of the company, the employment can be terminated from either side with a notice period of 3 months or total Monthly Basic Salary of 3 months in lieu of the notice period.

However, the company, at its sole discretion, may not accept the salary in lieu of the notice period and require you to serve the entire notice period depending on the status of the work/project and the company's business commitments OR the company, at its sole discretion, may relieve you before the end of the notice period without any financial liabilities on either side as mutually agreed upon.

8. Expenses and Dues: You will be required to claim business related expenses at actuals along with the relevant original receipts within 30 days of incurring the expenses. The claims will be reimbursed as per the prevailing policy and guidelines. Similarly, any unsettled dues need to be settled within 30 days or it will be recovered from your salary
9. Leaves and Holidays: In addition to weekly-offs (Sat and Sun), all the employees based in India will be entitled for 10 Paid Holidays in a year (includes Government Holidays and some of the festivals of significance in India).

The employees based in India will also be eligible for PTO (maximum 24 days per year) as per the prevailing Leave Policy.

10. Work Hours: You are required to work for 40 hours per week. However, considering the nature of our business, you are expected to be flexible on the work hours as per the business needs. The company reciprocates it by allowing flexibility in the timings on specific occasions if the employee has earned it. Obviously, you are expected to balance the flexibility provided with the business and customers' needs.

Also, in some circumstances, if you are required to work on weekends/holidays for responding to any critical business needs of the company and its customers, you will be given compensatory off/s as per the prevailing policy in lieu of the extra days worked. You are advised to read the policy for the further details upon joining the company.

11. Work From Home (WFH): The company at its sole discretion may allow an employee to work from home after mutually considering the employee's personal needs, nature of work and project needs and therefore, this is to be considered as a facility that the company provides to an employee and is not to be construed as an entitlement.

Further, for an extended period for WFH, company at its sole discretion will decide such a period and may require an employee to visit in person at the Reporting Location at a predetermined frequency and/or regularly report a detailed status of work on phone and/or by e-mail to the Reporting Manager at a predetermined frequency. The employee can avail this facility only after an express written approval of his/her Reporting Manager mentioning the address of the work location, contact details, period and other reporting requirements.

If an employee avails this facility, it's employee's responsibility to ensure that he/she has necessary connectivity and other infrastructure (with adequate back-up arrangements) to discharge his/her duties. The one-time or recurring costs for the same, if any, will be borne by the employee.

While availing WFH facility, the employee will also ensure his/her availability during the working hours and at any other time as per the project requirements. He/she will also ensure adequate availability and confidentiality of the data/information. Any failure in this regard will be considered as a breach of trust and may have consequences commensurate with the severity of such a failure as perceived by the company. Such consequences may include, but are not limited to, the termination of the WFH facility or even up to immediate termination of employment with no financial liabilities to the company towards such a termination.

12. Protecting the Company's Interests: You hereby agree that:
- a. You will engage yourself exclusively in the work assigned by the company and you will not engage yourself in any other business entity, directly or indirectly, or provide services to any individual whereby it would conflict with the company's business interests and/or your time and dedication to Trinamix
 - b. You will not undertake any other employment or any engagement or assignment in advisory or consulting capacity, directly or indirectly, whether full-time or part-time, as a director or partner/member or an employee of any other organization or entity engaged in any form of business activity without the express written consent of Trinamix. The consent may be given subject to any terms and conditions that the company may deem fit and necessary, and further, it may be withdrawn any time at the discretion of the company
 - c. You will not induce, solicit or encourage the following, not only during your employment with the company but also for a period of one year from the cessation of your employment with the company, irrespective of the circumstances and/or reasons for the cessation:
 - i. any employee of Trinamix to terminate his/her employment with Trinamix and/or accept employment with any competitor, supplier or any customer with whom you have a connection

- ii. any customer or vendor of Trinamix to move his existing business with Trinamix to a third party or to terminate his business relationship with Trinamix.
- iii. any existing employee to become associated with, or perform services of any type for any third party.
- d. You will disclose and discuss any matter on conflict of interests with your Reporting Manager, understand the position of the company and then resolve the conflict, if any, mutually and amicably.

13. Confidentiality of Data and/or Information: You undertake to maintain confidentiality and not to divulge or disclose any data/information on the following, except under the obligation of the law or as may be required by other authorized and competent internal authority as advised and/or approved by your Reporting Manager:

- a. Training, Opportunities and access to new techniques, technology and know-how of the company's business that will be made available to you from time-to-time
- b. Trinamix, its employees, its customers or any other stakeholder
- c. Any trade secret, proprietary or confidential data and/or information in connection with the company's business
- d. Any trade secret, proprietary and confidential data and/or information of our current customers, past customers and prospects

You further agree to return Trade secrets, proprietary and confidential information to Trinamix upon the termination of your employment or at any other time upon request.

You further understand and agree that this covenant shall endure not only during your employment but also for a period of one year from the cessation of your employment with the company, irrespective of the circumstances and/or the reasons for the cessation.

14. Other Terms & Conditions:

- a. You agree to travel and work from other location for a short term (typically, up to 6 months) or long term (typically, 6 months or more) duration, which may be the company's other office in India or abroad or client's location in India or abroad. The allowances, if applicable, for such a deputation would be as per the prevailing policy. Also, if you are deputed at other location, you would be abided by the location specific Rules & Regulations and Policies, if any.
- b. You agree that all the artefacts (for example: programs, documentation, proposals, etc.) created/updated by you during your employment with the company would be an Intellectual Property (IP) of the company and Trinamix would be the sole owner of the IP.
- c. When your employment with the company ends, you will be responsible to return all the company assets in your possession (such as laptop, data card, documentation, manuals, books, etc.) in good condition on your last working day
- d. We assume that you have provided us the right information to the best of your knowledge. Any intentional false or incomplete information may result in withdrawal of this Offer or termination of your employment with the company immediately without

any financial liability whatsoever to the company. Further, you will disclose and declare if there are any written or oral agreements that you are into, which may have bearing on your commitments under this agreement

- e. If you indulge into
 - i. breaching any of the terms and conditions mentioned herein
 - ii. involving into an act of gross misconduct and/or negligence
 - iii. getting convicted for any criminal offense

then, your employment with the company will be terminated immediately without any notice period and any financial liability thereof to the company. Further, your performance not measuring up to the expectations, your inability or disinterest to put in required efforts to improve your performance and/or acquire required skills despite the relevant feedback shared with you by your manager from time to time (either verbal or written), an intent or behaviour amounting to exploitation of the company's policies and/or facilities, any loss of business and/or adverse impact on business due to your performance and/or behaviour, misbehaviour or non-cooperation with your colleagues, repeated failure to deliver on agreed upon commitments, insensitivity towards handling company assets with due care, etc. may amount to an act of misconduct and/or negligence.

- f. Your employment terms may specifically be enforced legally if the need arises. In this connection, if any of the terms or provisions of this agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions and terms of this agreement shall continue to be in force and effect
 - g. The terms and conditions mentioned in this agreement supersede any existing agreement or understanding, if any, between you and the company related with your employment with the company.
 - h. You declare that you are not prevented delivering your services by a court or by any other competent administrative or judicial authority of India or any other country
 - i. Your employment with the company is subject to you signing off the Terms and Conditions of the Offer mentioned herein at the time of joining the company and you complying with the undertakings mentioned herein.
15. The company, at its sole discretion, can add or change these Terms and Conditions. Such changes, if any, will be informed to you from time to time.



Signatures:

<p>Mr. Ravi Prasad Vice President, Global Service Delivery Trinamix Systems Private Limited</p>	<p>I confirm that I have read and understood the terms and conditions, provisions of this Offer and I earnestly agree to comply with it.</p> <p>Candidate's name: Mr. Darshan Kiransingh Pardeshi</p>
<p>Date and Place:</p>	<p>Date and Place:</p>

Annexure-1: Salary Details

Name of Employee	Darshan Kiransingh Pardeshi	
Grade	A2	
Designation	Senior Associate Business Analyst	
Location	Pune	
Effective Date	8-Nov-21	
PARTICULARS	MONTHLY BREAKUP	YEARLY BREAKUP
TOTAL CTC		1020000
Basic Salary	34000	408000
House Rent Allowance	13600	163200
LTA	2833	33996
Meals Coupons	0	0
Other Allowances	30232	362784
Gross Salary	80665	967980
PF EMPLOYEE	1800	21600
Medical Insurance	0	0
Professional Tax	200	2500
Income Tax	As per Rate	As per Rate
TOTAL DEDUCTIONS	2000	24000
Net Income	78665	943980
ADD EPF EMPLOYER	1800	21600
GROSS INCOME	82465	989580
GROSS INCOME		989585
GRATUITY		19615
Variable Pay Income (VPI)	0%	0
Wifi/Broadband Reimbursement	900	10800
Cost to Company		1020000

* Please note that wifi/broadband would be reimbursed for Rs.900/month on actual bill submission.

Annexure-2: Documents you need to submit

Sr. No.	Description	How	When
1	Signed off Offer Letter	On the day you join	On the day you join
2	Latest CV signed by you	Signed copy of the CV	On the day you join
3	3 passport size coloured photographs	Original	On the day you join
4	Current Address Proof – Electricity Bill, Copy of Agreement with the landlord or any other appropriate document	Photocopy (bring original for verification)	On the day you join
5	Passport (The first and the last page), any Valid Visas. Please note - This will also serve as your permanent address proof	Photocopy (bring original for verification)	On the day you join
6	Driving License	Photocopy (bring original for verification)	On the day you join
7	Salary Slips of last three months from your last employer	Photocopy (bring original for verification)	On the day you join
8	Aadhar Card	Photocopy (bring original for verification)	On the day you join
9	Mark-sheets and certificates of 10 th and 12 th	Scanned Copies Photocopy (bring original on the day you join)	Scanned copies preferably with your Offer Acceptance. Photocopies on the day you join
10	Mark-sheets and certificates of college education – All degrees and professional trainings	Scanned Copies Photocopy (bring original on the day you join)	Scanned copies preferably with your Offer Acceptance. Photocopies on the day you join
11	Experience and Relieving Letter from all the previous employers	Scanned Copies, Photocopy (bring original on the day you join)	Scanned copies preferably with your Offer Acceptance. Photocopies on the day you join
12	As a personal health record of yourself, we will need your Blood Group. Request you to please have it checked if you don't have it already	-	On the day you join
13	Update your Contact details and Emergency Contact Details in the Company Repository	-	Coordinate with HR on the day you join
14	Add Family details for Company Insurance	-	Coordinate with HR on the day you join

Viji Nambirajan, you are signed in. My Account Options

 My Job Cart (0 items)

(<https://xoriant.taleo.net/careersection/careersection/offers/myOfferListView.jsf?lang=en&csNo=2&portal=101430233&reqNo=187588#>)

(<https://xoriant.taleo.net/careersection/careersection/offers/myOfferListView.jsf?lang=en&csNo=2&portal=101430233&reqNo=187588#>)

[lang=en&csNo=2&portal=101430233&reqNo=187588#](https://xoriant.taleo.net/careersection/careersection/offers/myOfferListView.jsf?lang=en&csNo=2&portal=101430233&reqNo=187588#) | Sign Out

(<https://xoriant.taleo.net/careersection/careersection/offers/myOfferListView.jsf?lang=en&csNo=2&portal=101430233&reqNo=187588#>)

[lang=en&csNo=2&portal=101430233&reqNo=187588#](https://xoriant.taleo.net/careersection/careersection/offers/myOfferListView.jsf?lang=en&csNo=2&portal=101430233&reqNo=187588#))

Offer Letter

Job Search (<https://xoriant.taleo.net/careersection/careersection/offers/myOfferListView.jsf?lang=en&csNo=2&portal=101430233&reqNo=187588#>)

My Jobpage (<https://xoriant.taleo.net/careersection/careersection/offers/myOfferListView.jsf?lang=en&csNo=2&portal=101430233&reqNo=187588#>)

Offers (<https://xoriant.taleo.net/careersection/careersection/offers/myOfferListView.jsf?lang=en&csNo=2&portal=101430233&reqNo=187588#>)

Please click on the "Printable Format" Link to save a copy of the offer letter in PDF format. Please scroll down to Accept the E-Offer.

[Printable format](#)

(<https://xoriant.taleo.net/careersection/careersection/offers/myOfferList?lang=en&csNo=2&portal=101430233&reqNo=187588#>)



SEZ Unit 2-7th Floor, IT Building, M/s. Qubix Business Park Pvt. Ltd. SEZ, near Rajiv Gandhi Infotech Park, Phase-1 Hinjewadi, Pune- 411 057 Tel.: 02066046000/67119000

Ref:754908

Date: June 3, 2022

Ms Viji Nambirajan

Shivthej Housing Society, Tamhanewasti, Triveninagar, Nigdi Chinchwad Education Trust's Se ,
Pune, Maharashtra
India - 411044.

Dear Viji Nambirajan,

We are pleased to confirm our offer of employment to you as **Associate - RMG** in Grade **G1** starting **June**

3, 2022. You are requested to report to the said address on **June 3, 2022**, not later than **11:00:00 AM**

LOCATION

You will be based at **Pune**. However, the company may require you to work at other company locations or at the customer's site both within and outside India. You will be given reasonable notice of any travel or re-location requirement.

COMPENSATION

Your gross annual compensation package will be **Rs.350,000.00 (Rupees Three Lakh Fifty Thousand Only)** the breakup for which is given in Annexure A.

Tax liability will be as per Income Tax rules. Changes in your compensation and other terms are subject to discretion of the company, statutory requirements, your performance in the company and other relevant criteria.

MANDATORY DOCUMENTS

Candidate needs to produce all the relevant documents on or before Joining. In case the candidate fails to produce the documents or documents are not inline with Xoriant requirements, Xoriant reserves its rights to withdraw the Offer. **Please refer Annexure C for the Document Check list.**

MEDICLAIM INSURANCE

- **Employee + Spouse + 2 Children:** All employees are entitled to a coverage of Group Mediclaim Insurance policy of an amount with maximum limit of Rs.5,00,000/- (Rupees Five Lakhs Only) from the day one with features like family floaters, maternity benefits etc. Employee can cover himself/herself and immediate family members i.e., legally wedded spouse and 2 dependent children (max. age up to 25 Yrs.) only.
- **Group Term Life Insurance:** All employees are entitled to a self-coverage of Group Term Life Insurance of an amount with maximum limit of Rs.20,00,000/- (Rupees Twenty Lakhs Only) from the day one.

Times Square 7th Floor C Wing, Smartworks Coworking Spaces, Andheri- Kurla Road, Andheri East - 400059

Tel: +91 22 2617 2600 CIN: U72900MH2002PTC138380 www.xoriant.com



SOLUTIONS PVT.LTD

- **Group Personal Accident Insurance:** All employees are entitled to a self-coverage of Group Personal Accident Insurance of an amount with maximum limit of Rs.25,00,000/- (Rupees Twenty-Five Lakhs Only) from the day one.
- **Parental Mediclaim Insurance:** In case, an employee wants to cover his/her dependent Parents or Parent-in-laws, he/she can enroll them under separate Voluntary Parents Mediclaim Policy.

For more details on the above, employee can refer to the detailed Mediclaim policy available on company intranet or contact your location Facility Management Team.

CODE OF CONDUCT

We at Xoriant are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Company including the Code of Business Conduct and other policies of the Company as they form an integral part of the terms of your employment with Xoriant. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified on a periodic basis and new Policies may be introduced and notified to the employees from time to time and you will be required to comply with the same.

PROFESSIONAL ETHICS

You will be required to deal with the Company's money, material and documents and other resources, with honesty and a high standard of ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

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Tel: +91 22 2617 2600 CIN: U72900MH2002PTC138380 www.xoriant.com



ANNUAL LEAVE/PUBLIC HOLIDAYS

You will be entitled to 18 days of Privilege leaves and 8 days of Casual leaves per calendar year of service, on pro-rata basis. Privilege leaves will get credited in the first week of every month for the previous month at the rate of 1.5 days per month on pro-rata basis. Casual leaves shall be credited in the first week of every quarter, at the rate of 2 days per quarter on pro-rata basis. You are also entitled for 11 public holidays.

Also, in case of separation, balance Privilege leaves will be paid (encashed) in Full & Final Settlement on the basis of basic pay.

NO DUAL EMPLOYMENT

You shall devote your full time and attention to the performance of your duties incidental to your position with the Company. During your employment with the Company, you are refrained from taking up any other employment, consultancy, or any other job (with or without remuneration), without the prior written consent of the Company. In the event you breach the terms mentioned herein, the Company at its sole discretion may terminate your employment without any notice, with immediate effect.

NOTICE PERIOD/TERMINATION

a. This Appointment Letter may be terminated by either party by giving 60 Days written notice or gross monthly salary in lieu thereof ("Notice Period"). Any shortfall in the Notice Period shall be recovered from your full and final settlement. In case of resignation, the Company reserves the right to:

- i. relieve you earlier than the Notice Period;
- ii. extend your Notice Period for a satisfactory handover of charge and completing the pending assignments;
- iii. decide whether the Notice Period shall run concurrently with the period of any leave which may be granted to you;
- iv. direct you not to perform any of your duties and to remain away from the Company premises and/or not to contact clients or other employees of the Company for all or part of the Notice Period.

Your employment will be subject to termination by 60 Days written notice or salary in lieu of written notice from either side.

a.b. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day. The Company reserves the right to pay or recover salary in lieu of notice period. Employees cannot use their accumulated leave to serve the notice period.

b.c. Company may terminate your employment immediately with or without notice on the occurrence of your:

- i. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or

other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;

ii. Engaging in misconduct (wilful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or

iii. Involvement in any act of moral turpitude.

iv. At any point of time during your service with the Company, you are found to be unfit or incapacitated on medical grounds and unable to work, you can be terminated from the services of the Company. The opinion of the Doctor appointed / authorized by the Company in this regard will be taken as final and binding.

RELOCATION EXPENSES

The termination of your employment with Xoriant Solutions for any reason on your own, or by the company for a cause like misconduct, fraud or moral turpitude , in each case within one year of your employment or transfer will result in forfeiture of your relocation expenses to be paid in full as part of the full and final settlement.

Viji Nambirajan, we believe that people form the strongest foundation pillar of our organization. Our commitment lies in maintaining a challenging and intellectually stimulating environment with a high degree of ethical sensitivity. We look forward to having you join Xoriant Solutions Pvt. Ltd. Please do not hesitate to contact me if you need any further assistance.

In case of any query please feel to contact **Akash Suresh Gaikwad**
MobileNumber:**9762623248**/email:**AkashS.Gaikwad@Xoriant.com**.

Sincerely
For Xoriant Solutions Pvt.Ltd



Vaishali Walimbe
Director, Talent Acquisition

Agreed & Accepted on

Viji Nambirajan

HR Signatory
Actual Date of Joining:

Agreed & Accepted on

Viji Nambirajan

Annexure A

SALARY STRUCTURE	PER MONTH	PER ANNUM
BASIC	8,750	105,000
HOUSE RENT ALLOWANCE	4,375	52,500
CONVEYANCE ALLOWANCE	1,600	19,200
FIXED ALLOWANCE	8,104	97,252
MEAL COUPON	2,200	26,400
GIFT CARD	417	5,000
FLEXI PLAN	0	0
A	25,446	305,352
MEDICAL ALLOWANCE	1,250	15,000
CHILD EDUCATION ALLOWANCE	0	0
HOSTEL ALLOWANCE	0	0
BOOKS AND PERIODICALS	0	0
HEALTH CLUB MEMBERSHIP	0	0
LEAVE TRAVEL ASSISTANCE	1,000	12,000
B	2,250	27,000
C = A + B	27,696	332,352
PROVIDENT FUND	1,050	12,600
GRATUITY	421	5,048
D	1,471	17,648
CTC = C + D	29,167	350,000

Sincerely

For Xoriant Solutions Pvt.Ltd



Vaishali Walimbe
Director, Talent Acquisition

HR Signatory

Actual Date of Joining:

Agreed & Accepted on

Viji Nambirajan

Agreed & Accepted on

Viji Nambirajan

ANNEXURE B

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

BASIC

It is the basic amount of the CTC which is around 30% of the CTC and is taxable on all cases.

HRA

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

CONVEYANCE ALLOWANCE

Conveyance up to Rs.1600/- PM (Rupees One Thousand and Six Hundred Only Per Month) totaling to Rs.19200/- PA is taxable.

FIXED ALLOWANCE

Taxable

MEAL COUPON

These are the ticket coupons which are received on monthly basis and are exempt if claimed as coupons.

GIFT CARD

Tax free to the extent of Rs.5000/-pa (Rupees Five Thousand Only) per annum. It is given before Diwali. If Employee joins after Diwali, Gift card will be given in March.

FLEXI PLAN

This is a taxable portion wherein the employee claims (any or all) Meal Coupons, Gift Card, LTA, PF in their salary as taxable

MEDICAL ALLOWANCE

Medical Allowance up to Rs.1250/- PM (Rupees One Thousand Two Hundred and Fifty Only Per Month) totaling to Rs.15000/- PA is Taxable.

CHILD EDUCATION ALLOWANCE

Rs.100/- PM per child upto maximum of 2 children. Employee Can provide details of actual payment proofs towards such education expenses during the financial year.



HOSTEL ALLOWANCE

Rs.300/- PM per child upto maximum of 2 children. Employee Can provide details of actual payment proofs towards such Hostel expenses during the financial year.

BOOKS AND PERIODICALS

Rs.3000/- PM for employee. Books and periodicals purchased by the employee have a nexus with the work profile of the employee and is relevant to his/ her specific line of service. Professional training will not consider under Books & Periodicals allowance.

HEALTH CLUB MEMBERSHIP

Rs.1000/- PM per employee. Employees can submit original receipts of Health / Sports Club Membership Fee.

LEAVE TRAVEL ASSISTANCE

New employees are eligible for LTA provided leave is taken as per the rules of the Company. The maximum LTA that can be reimbursed is as per the amount mentioned in your CTC. This component is processed only on

submission of bills. Employee can produce only Air / Train Tickets. If bills are not submitted then the entire amount is paid as taxable at the end of Year.

PROVIDENT FUND

You can participate in the Company's Employee's Provident Fund scheme, wherein the Company will match your annual contribution of 12% of your annual basic salary. The details are given in the Annexure.

GRATUITY

On completion of five years of service with the company, you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually.

Sincerely

For Xoriant Solutions Pvt.Ltd

HR Signatory

Actual Date of Joining:

Agreed & Accepted on

Viji Nambirajan



Commitments / Allowances



**ANNEXURE C
DOCUMENT CHECK LIST**

At the time of joining, you are requested to submit one independent set of photocopies of all the following documents:

Sr.No	Particulars
1.	Colour passport sized photographs – 8 Nos.
2	Color photograph's soft copy for Company photo ID card · Specification as per Id photo design are: · Having fixed width of 520px · Left crop by right shoulder of employee , photo with standing position at 30 degree towards right side · Bottom crop by 3rd button of shirt just below the chest · Background should be white
3.	Certificates supporting your education qualifications: · SSC & HSC Mark sheets · Mark sheets (All Semesters) and convocation certificates of degree/ post graduation. · Additional Education Certificate and Mark sheets if any (Eg. Diploma, NIIT, MCSD, Novell Netware etc.)
4.	Following employment documents for previous all employers: · Appointment letter · Experience and relieving certificates. · Last 2 month's pay slip
5.	Valid passport (include if any previous visa / Work Permit authorization
6.	Pan Card
7.	Marriage Certificate
8.	Residential Proof Documents for opening bank account

I have read the contents of this letter and accept all the terms and conditions of this offer and the enclosed annexure in their totality and also confirm that I shall not be legally or otherwise entitled to any other perquisites, facilities, benefits, etc. than the mentioned in the same, either monetary or otherwise, unless and until the Company specifically agrees in writing ,herein after.

Name:Viji Nambirajan

Sign: _____

- 1) Annexure A: Salary Break up**
- 2) Annexure B: Description of Salary Break up**
- 3) Annexure C: Document**

This Offer Letter is deemed to be treated as Appointment Letter upon you joining the company.

Sincerely

For Xoriant Solutions Pvt.Ltd



Vaishali Walimbe
Director, Talent Acquisition
Agreed & Accepted on

Viji Nambirajan
HR Signatory
Actual Date of Joining:
Agreed & Accepted on

Viji Nambirajan

Offer Response

Do Not E-Sign Until You Have Read The Above Offer

Accept the offer

Refuse the offer

*Full Name

Nambirajan, Viji

*Unique Identifier(enter any characters in this field)

Submit (<https://xoriant.taleo.net/careersection/careersection/offers/myOfferListView.jsf?lang=en&csNo=2&portal=101430233&reqNo=18>)

Cancel (<https://xoriant.taleo.net/careersection/careersection/offers/myOfferListView.jsf?lang=en&csNo=2&portal=101430233&reqNo=18>)

ADVANCED PRODUCT ENGINEERING

(<https://Xoriant.taleo.net/Careersection/Careersection/Offers/MyOfferListView.jsf?Lang=En&CsNo=2&Portal=101430233&ReqNo=187588>)

Overview (<https://xoriant.com/product-engineering/overview>)

Ideation & Innovation (<https://xoriant.com/product-engineering/ideation-innovation>)

Design & Development (<https://xoriant.com/product-engineering/design-and-development>)

Product Modernization (<https://xoriant.com/product-engineering/product-modernization>)

User Experience Design (<https://xoriant.com/product-engineering/user-experience-design>)

Testing & Automation (<https://xoriant.com/product-engineering/testing-and-automation>)

Ecosystem Engineering (<https://xoriant.com/product-engineering/ecosystem-engineering>)

Support, Sustenance & Lifecycle Extension (<https://xoriant.com/product-engineering/support-sustenance-lifecycle-extension>)

DevOps & CI/CD (<https://xoriant.com/advanced-product-engineering/devops-ci-cd>)

Engineering Frameworks (<https://xoriant.com/product-engineering/frameworks>)

ENTERPRISE SERVICES

(<https://Xoriant.taleo.net/Careersection/Careersection/Offers/MyOfferListView.jsf?Lang=En&CsNo=2&Portal=101430233&ReqNo=187588>)

Overview (<https://xoriant.com/enterprise-services/overview>)

Infrastructure (<https://xoriant.com/enterprise-services/infra>)

Custom Application Development (<https://xoriant.com/enterprise-services/application-development>)

Packaged Applications (<https://xoriant.com/enterprise-services/applications>)

Application Modernization (<https://xoriant.com/enterprise-services/modernization>)

Application Lifecycle Management (<https://xoriant.com/enterprise-services/application-lifecycle-management>)

Data Management (<https://xoriant.com/enterprise-services/data-management>)

DevOps (<https://xoriant.com/enterprise-services/devops>)

Frameworks & Accelerators (<https://xoriant.com/enterprise-services/frameworks-and-accelerators>)

STRICTLY PRIVATE AND CONFIDENTIAL

Date: 14 Apr 2022

Dear Vyankatesh Uday Dhavale,

SUBJECT: OFFER CUM EMPLOYMENT LETTER

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment at Bajaj Finance Limited ("Company") on the following terms:

1. DESIGNATION & BAND

You will be designated as "**Assistant Manager - Digital Product Finance - Growth, Digital Product Finance - Growth, Sales**" at **GB02 Band**.

2. PERIOD OF EMPLOYMENT

- 2.1. Basis your confirmation that you were relieved from the services of your previous employer as of the date of your joining with Bajaj Finance Limited, please note that, your employment with Bajaj Finance Limited will commence tentatively on **18 Apr 2022** (or any other date as may be agreed by BFL, in its sole discretion) and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5.1 of this Employment Letter.
- 2.2. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

3. HOURS AND PLACE OF WORK

- 3.1. You shall be based in our **Ichalkaranji** office but may be required to serve the Company in any place within or outside India, as required.
- 3.2. You may be required to travel nationally and internationally on the business of the Company.
- 3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.
- 3.4. You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

4. SALARY

- 4.1. Your basic salary will be **Rs. 9,000/- (Rupees Nine Thousand only)** and your house rent allowance will be **Rs. 4,500/- (Rupees Four Thousand Five Hundred only)** per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.
- 4.2. A detailed break-up of your compensation is attached as Annexure – A to this Employment Letter.
- 4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

5. TERMINATION OR RESIGNATION FROM SERVICE

The employment can, subject to the policies of the

Page 1 of 6

Bajaj Finance Limited

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune 411014, Maharashtra, India
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Tel: +91 20 30405060
Fax: +91 20 30405020
Corporate ID No.:
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- 5.1. Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **45 (Forty-five days)** written notice to the other party. The notice period of **45 (Forty-five days)** is part of the Employee Separation Policy which is available for your reference on the Company's intranet. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.
- 5.2. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.
- 5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.
- 5.4. You hereby agree that on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of Social Media. For the purposes of this Clause, Social Media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.

6. ANNUAL SALARY REVISION

- 6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.
- 6.2. Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

7. PERFORMANCE BASED VARIABLE BONUS/ INCENTIVE

- 7.1. You will be eligible to participate in the Company's variable pay programs/ incentive schemes. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.
- 7.2. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.
- 7.3. You will declare your relationship, if any, with any of the directors of the Company as required by the Companies Act, 2013.
- 7.4. In case you are or become related to any employee of the Company, then, in the former case you will inform the Company immediately and in the latter case within 7 days of your becoming so.
- 7.5. You will abide by all the policies and disclosure norms of the Company that are in effect and by any amendments thereto carried out by the Company from time to time.

8. COMPANY POLICIES AND PROCEDURE

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- 8.1. You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.
- 8.2. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.
- 8.3. Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

9. ADDITIONAL DUTIES

- 9.1. You agree and consent that the Company may require you (without additional remuneration) to carry out different or additional duties (including holding any office in the Company, its subsidiaries and associate companies) consistent with your status and position in the Company.
- 9.2. You agree and consent that the Company may engage another person as a temporary replacement for you and/ or to carry out some or all of the responsibilities of your role on a temporary basis if you are suspended or are otherwise in the reasonable opinion of the Company unable to properly carry out some or all of those responsibilities for any reason.

10. EXCLUSIVE EMPLOYMENT

While employed by the Company, you will not:

- 10.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;
- 10.2. Be involved in any capacity in providing services directly or indirectly to any other person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties;
- 10.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your immediate relatives. If you, any of your immediate relatives or any other company or other business entity in which either you or they are interested directly or indirectly obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained; and/ or
- 10.4. Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out your duties and in strict compliance with the Company's media policy.

11. INTELLECTUAL PROPERTY

Bajaj Finance Limited

- 11.1. All intellectual property including but not limited to any discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up made, discovered or created by you during your employment (whether alone or with others and whether or not in the course of your employment), in connection with or relating to the business of the Company, its subsidiaries or associated companies or capable of being used or adapted for use in it shall belong to and be the absolute property of the Company. If required to do so by the Company (whether during or after the termination of your employment), you will at the expense of the Company promptly execute all instruments and do all things necessary to vest ownership of all other rights, title and interests (including any registered rights in the same) in such discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up in the Company (or its nominee) absolutely and as sole beneficial owner.
- 11.2. You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

12. CONFIDENTIALITY AND NON-DISCLOSURE

- 12.1. You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 11.1 above which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.
- 12.2. You hereby agree and acknowledge that in the event of your being in violation of Clause 12.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.
- 12.3. For the purposes of this Employment Letter, "confidential information" includes and is not limited to all trade secrets and confidential information relating to the Company, its subsidiaries or associate companies, or their businesses and its or their past, current or prospective clients and suppliers and their respective businesses, and further includes and is not limited to all intellectual property of the company as under Clause 11.1 above.

13. COMPANY'S IMAGE

You will be always alive to the duties and responsibilities attached to your employment and you shall conduct yourself accordingly and protect and project the image of the Company.

14. FALSE RECORDS/INFORMATION/ MISREPRESENTATION

If any document or information furnished by you to the Company is false or if you are, at any time, found to have suppressed any material information, or if you made any misrepresentation,

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you will be liable for termination without notice and the notice period contemplated under clause 5.1 will NOT apply in such situation.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

15. GENERAL

- 15.1. This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.
- 15.2. If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.
- 15.3. The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.
- 15.4. Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company its registered office for the time being, and in your case, to your last known address and e-mail address issued by the Company. Notices may also be issued by you to the Company. Any notice given shall be deemed to have been given at the time of delivery to and/ or receipt by the intended recipient.
- 15.5. This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

Welcome to Bajaj Finance Limited, and wish you a very successful career with the group.

For Bajaj Finance Limited,

KOMAL WILFRED

Issued by : Capricorn Identity Services Pvt Ltd.
Reason : Digitally signed TDS certificate as per Information Technology Act, 2000.
Date : 2022.04.14 18:13:44 +05:30

Komal Wilfred
National Head – Human Resources

Encl: Annexure

I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on _____.

Signature : _____

Name : _____

Page 5 of 6

Bajaj Finance Limited

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Corporate ID No.:
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Annexure - A

Detailed Salary Structure

Date : 14 Apr 2022
Name : Vyankatesh Uday Dhavale
Band : GB02

Particulars	Annually	Monthly
Basic	108,000	9,000
House Rent Allowance	54,000	4,500
Special Allowance	60,552	5,046
Statutory Bonus	32,222	2,685
Contributory Provident Fund	20,226	1,686
ESIC	0	0
Fixed Pay	275,000	22,917
Gratuity	5,195	
Indicative Performance Pay#	68,750	
Total Cost to Company	348,945	

#The Indicative Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.

* The exact sum of all elements may mismatch up to Rs.10/-. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

Other Benefits:

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

Your CTC (Cost to Company) consisting of various components are detailed in the 'Salary Structure' stated above, which is inclusive of all contractual & statutory components of your compensation. Accordingly, BFL shall not be liable to pay any additional sum over and above CTC. However, BFL reserves the right to amend / vary your Salary Structure at any time, either under law or as part of any initiative by BFL, under intimation to you. Your continued employment with BFL is construed as your deemed acceptance to the above.

- If your employment is terminated by you for any reason prior to completion of twelve months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company.
- You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000 /-** (**Rupees Twenty Lakh only**). Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 2,500,000 /-** (**Rupees Twenty-five Lakh only**).
- Further, you would be entitled to a hospitalization claim policy of up to **Rs. 300,000 /-** (**Rupees Three Lakh only**) the premium for which will be borne by the Company. You have the option to include spouse, parents, and up to two children (Group subsidized premium borne by the employee).

Name and Signature, confirming acceptance of the above terms and conditions

Signature : _____

Name :

Date :

Bajaj Finance Limited

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune 411014, Maharashtra, India
 Registered Office: Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Tel: +91 20 30405060
 Fax: +91 20 30405020
 Corporate ID No.: L65910MH1987PLC042961

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STRICTLY PRIVATE AND CONFIDENTIAL

Date: 14 Apr 2022

Dear Vyankatesh Uday Dhavale,

SUBJECT: OFFER CUM EMPLOYMENT LETTER

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment at Bajaj Finance Limited ("Company") on the following terms:

1. DESIGNATION & BAND

You will be designated as "**Assistant Manager - Digital Product Finance - Growth, Digital Product Finance - Growth, Sales**" at **GB02 Band**.

2. PERIOD OF EMPLOYMENT

- 2.1. Basis your confirmation that you were relieved from the services of your previous employer as of the date of your joining with Bajaj Finance Limited, please note that, your employment with Bajaj Finance Limited will commence tentatively on **18 Apr 2022** (or any other date as may be agreed by BFL, in its sole discretion) and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5.1 of this Employment Letter.
- 2.2. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

3. HOURS AND PLACE OF WORK

- 3.1. You shall be based in our **Ichalkaranji** office but may be required to serve the Company in any place within or outside India, as required.
- 3.2. You may be required to travel nationally and internationally on the business of the Company.
- 3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.
- 3.4. You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

4. SALARY

- 4.1. Your basic salary will be **Rs. 9,000/- (Rupees Nine Thousand only)** and your house rent allowance will be **Rs. 4,500/- (Rupees Four Thousand Five Hundred only)** per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.
- 4.2. A detailed break-up of your compensation is attached as Annexure – A to this Employment Letter.
- 4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

5. TERMINATION OR RESIGNATION FROM SERVICE

The employment can, subject to the policies of the

Page 1 of 6

Bajaj Finance Limited

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- 5.1. Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **45 (Forty-five days)** written notice to the other party. The notice period of **45 (Forty-five days)** is part of the Employee Separation Policy which is available for your reference on the Company's intranet. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.
- 5.2. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.
- 5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.
- 5.4. You hereby agree that on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of Social Media. For the purposes of this Clause, Social Media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.

6. ANNUAL SALARY REVISION

- 6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.
- 6.2. Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

7. PERFORMANCE BASED VARIABLE BONUS/ INCENTIVE

- 7.1. You will be eligible to participate in the Company's variable pay programs/ incentive schemes. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.
- 7.2. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.
- 7.3. You will declare your relationship, if any, with any of the directors of the Company as required by the Companies Act, 2013.
- 7.4. In case you are or become related to any employee of the Company, then, in the former case you will inform the Company immediately and in the latter case within 7 days of your becoming so.
- 7.5. You will abide by all the policies and disclosure norms of the Company that are in effect and by any amendments thereto carried out by the Company from time to time.

8. COMPANY POLICIES AND PROCEDURE

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- 8.1. You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.
- 8.2. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.
- 8.3. Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

9. ADDITIONAL DUTIES

- 9.1. You agree and consent that the Company may require you (without additional remuneration) to carry out different or additional duties (including holding any office in the Company, its subsidiaries and associate companies) consistent with your status and position in the Company.
- 9.2. You agree and consent that the Company may engage another person as a temporary replacement for you and/ or to carry out some or all of the responsibilities of your role on a temporary basis if you are suspended or are otherwise in the reasonable opinion of the Company unable to properly carry out some or all of those responsibilities for any reason.

10. EXCLUSIVE EMPLOYMENT

While employed by the Company, you will not:

- 10.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;
- 10.2. Be involved in any capacity in providing services directly or indirectly to any other person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties;
- 10.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your immediate relatives. If you, any of your immediate relatives or any other company or other business entity in which either you or they are interested directly or indirectly obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained; and/ or
- 10.4. Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out your duties and in strict compliance with the Company's media policy.

11. INTELLECTUAL PROPERTY

Bajaj Finance Limited

- 11.1. All intellectual property including but not limited to any discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up made, discovered or created by you during your employment (whether alone or with others and whether or not in the course of your employment), in connection with or relating to the business of the Company, its subsidiaries or associated companies or capable of being used or adapted for use in it shall belong to and be the absolute property of the Company. If required to do so by the Company (whether during or after the termination of your employment), you will at the expense of the Company promptly execute all instruments and do all things necessary to vest ownership of all other rights, title and interests (including any registered rights in the same) in such discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up in the Company (or its nominee) absolutely and as sole beneficial owner.
- 11.2. You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

12. CONFIDENTIALITY AND NON-DISCLOSURE

- 12.1. You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 11.1 above which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.
- 12.2. You hereby agree and acknowledge that in the event of your being in violation of Clause 12.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.
- 12.3. For the purposes of this Employment Letter, "confidential information" includes and is not limited to all trade secrets and confidential information relating to the Company, its subsidiaries or associate companies, or their businesses and its or their past, current or prospective clients and suppliers and their respective businesses, and further includes and is not limited to all intellectual property of the company as under Clause 11.1 above.

13. COMPANY'S IMAGE

You will be always alive to the duties and responsibilities attached to your employment and you shall conduct yourself accordingly and protect and project the image of the Company.

14. FALSE RECORDS/INFORMATION/ MISREPRESENTATION

If any document or information furnished by you to the Company is false or if you are, at any time, found to have suppressed any material information, or if you made any misrepresentation,

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you will be liable for termination without notice and the notice period contemplated under clause 5.1 will NOT apply in such situation.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

15. GENERAL

- 15.1. This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.
- 15.2. If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.
- 15.3. The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.
- 15.4. Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company its registered office for the time being, and in your case, to your last known address and e-mail address issued by the Company. Notices may also be issued by you to the Company. Any notice given shall be deemed to have been given at the time of delivery to and/ or receipt by the intended recipient.
- 15.5. This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

Welcome to Bajaj Finance Limited, and wish you a very successful career with the group.

For Bajaj Finance Limited,

KOMAL WILFRED

Issued by : Capricorn Identity Services Pvt Ltd.
Reason : Digitally signed TDS certificate as per Information Technology Act, 2000.
Date : 2022.04.14 18:13:44 +05:30

Komal Wilfred
National Head – Human Resources

Encl: Annexure

I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on _____.

Signature : _____

Name : _____

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Bajaj Finance Limited

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Annexure - A

Detailed Salary Structure

Date : 14 Apr 2022
Name : Vyankatesh Uday Dhavale
Band : GB02

Particulars	Annually	Monthly
Basic	108,000	9,000
House Rent Allowance	54,000	4,500
Special Allowance	60,552	5,046
Statutory Bonus	32,222	2,685
Contributory Provident Fund	20,226	1,686
ESIC	0	0
Fixed Pay	275,000	22,917
Gratuity	5,195	
Indicative Performance Pay#	68,750	
Total Cost to Company	348,945	

#The Indicative Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.

* The exact sum of all elements may mismatch up to Rs.10/-. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

Other Benefits:

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

Your CTC (Cost to Company) consisting of various components are detailed in the 'Salary Structure' stated above, which is inclusive of all contractual & statutory components of your compensation. Accordingly, BFL shall not be liable to pay any additional sum over and above CTC. However, BFL reserves the right to amend / vary your Salary Structure at any time, either under law or as part of any initiative by BFL, under intimation to you. Your continued employment with BFL is construed as your deemed acceptance to the above.

- If your employment is terminated by you for any reason prior to completion of twelve months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company.
- You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000 /-** (**Rupees Twenty Lakh only**). Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 2,500,000 /-** (**Rupees Twenty-five Lakh only**).
- Further, you would be entitled to a hospitalization claim policy of up to **Rs. 300,000 /-** (**Rupees Three Lakh only**) the premium for which will be borne by the Company. You have the option to include spouse, parents, and up to two children (Group subsidized premium borne by the employee).

Name and Signature, confirming acceptance of the above terms and conditions

Signature : _____

Name :

Date :

Bajaj Finance Limited

Date: 27th May 2022

Aachal Kale,
Pune

Dear Aachal

Sub: Offer letter for the position in COT Department

Congratulations and welcome to the XpressBees Family!

Pursuant to our discussion, we are delighted to offer you employment opportunity with us, on full – time basis, as “**COT Executive**” outlining enclosed compensation starting from **30th May 2022** based at **Pune** on the terms and conditions mutually agreed upon by us at the time of interview.

Please carry the original testimonials along with self-attested photocopy of below mentioned documents at the time of joining. This would facilitate the smooth completion of joining formalities:

1. Service Certificates and Relieving letter/Resignation letter (duly accepted) from previous employer.
2. All educational certificates starting from HSC to latest degree.
3. 4 Passport size Photographs.
4. Pan Card.
5. Proof of Address.
6. Proof of Identity
7. Aadhar Card
8. Bank Details

All other terms and conditions of your employment will be elaborated in the letter of appointment, which will be issued to you upon your joining and submitting relieving letter from your current employer.


Please note that if you fail to join your duty on or before stipulated date, this offer shall automatically stand withdrawn and cancelled.

We look forward to receiving your formal acceptance of this offer and confirm the date of joining on or before **30th May 2022**.

Looking forward to having you with us.

With best regards.

For Busybees Logistics Solutions Pvt. Ltd.,



Amitava Saha
Authorized Signatory

BUSYBEES LOGISTICS SOLUTIONS PRIVATE LIMITED

CIN: U74900PN2015PTC155482

Registered Office: - Unit 1A & 501A, Building B-1, Cerebrum IT Park, Kalyani Nagar, Vadgaonsheri, Pune 411014

Corporate Office: - Building# B1, 1st Floor, Kumar Cerebrum IT Park, Kalyani Nagar, Pune 411014, Maharashtra

Salary Bifurcation		
Salary Components	Monthly Earnings	Yearly Earnings
Basic Salary	10740	128880
House Rent Allowance	5370	64440
Stat Bonuse	895	10736
Special Allowance / Flexi**	9845	118145
Base Gross	26850	322201
E/R PF Contribution	1800	21600
Gratuity	517	6199
Gross CTC (Without Variable Payout)	29167	350000
Performance Based Pay		0
Gross CTC (With Variable Payout)	29167	350000
Deductions		
E/E PF Contribution	1800	
Professional Tax	200	
Net Take Home Salary (Pre-Tax)	24850	
** Please ref the below table. Below component are part of Flexi salary break up.		
**Flexi component eligibility will be as per your Grade		

Note:-

- Gratuity will be paid as per The Payment of Gratuity Act, 1972
- For offer to be valid we will need the above documents (softcopies) to reach us within 48 hours which will be authenticated by HR and confirmed that the offer stands. If documents are not provided or are found incorrect the offer will stand revoked.
- We will have a BGV and if there is any disconnect in the information provided the offer will stand revoked.
- Benefits:
 - Medclaim Benefits: You will be covered under group Medclaim Insurance for self with Sum Insured amount of 5 lac.
 - Term Life Insurance: You will be covered under company group term life insurance for 5 Lac.
 - Group Personal Accident: You will be covered under company GPA policy for 4X of CTC (Minimum 20 Lac) whichever is lower.
 - COVID care Policy: You will be covered under COVID care policy for 8X of CTC up to 50 Lac. This Policy shall be withdrawn once we resume back to normal working, as per Management Discretion.
 - Leave: Eligibility for a total of 24 days of Annual leaves excluding public holidays every financial year (April-March)

BUSYBEES LOGISTICS SOLUTIONS PRIVATE LIMITED

CIN: U74900PN2015PTC155482

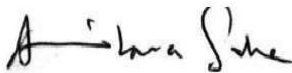
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- Option for Flexi Break up as below.

Flexi Components	Max amount_PA_as per Eligibility	Mode of Payment
Telephone / Broadband Expense reimbursement	18000	Pay Out Monthly along with monthly salary – Tax benefit need to pass only once employee submit the document. Till that time, it will be taxable
Leave Travel	120000	Pay Out Monthly along with monthly salary – Tax benefit need to pass only once employee submit the document. Till that time, it will be taxable
Vehicle Running and Maintenance Expense Reimbursement	120000	Pay Out Monthly along with monthly salary – Tax benefit need to pass only once employee submit the document. Till that time, it will be Taxable
Driver Expense Reimbursement	180000	Pay Out Monthly along with monthly salary – Tax benefit need to pass only once employee submit the document. Till that time, it will be taxable
Meal Benefits	26400	Monthly credited in your ICICI Meal card
Employer's Contribution to National Pension Scheme	Maximum up to 10% of Basic	Monthly credit in your NPS account
Uniform Maintenance Allowance	18000	Pay Out Monthly along with monthly salary – Tax benefit need to pass only once employee submit the document. Till that time, it will be taxable
Health Club/Sports facility	30000	Pay Out Monthly along with monthly salary – Tax benefit need to pass only once employee submit the document. Till that time, it will be taxable
Mobile Handset Cost Reimbursement (to be granted once in 2 tax years as a one-time payment)	100000	Reimbursement - Will be paid to employee only when bills are provided or (Balance if any as Taxable) in the year end
Professional Development/ Academic Allowance (to be preferably paid as a one-time payment)	75000	Reimbursement - Will be paid to employee only when bills are provided or (Balance if any as Taxable) in the year end

For Busybees Logistics Solutions Pvt. Ltd.,



Amitava Saha
Authorized Signatory

BUSYBEES LOGISTICS SOLUTIONS PRIVATE LIMITED

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