



AAA COLLEGE OF ENGINEERING AND TECHNOLOGY

Amathur, Sivakasi – 626 005.

PLACEMENT CELL

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28.	Sathish Kumar C	LPT,Chennai,	B.E(MECH)	23
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36.	Viknesh G K	Paragon,Chennai	B.E(MECH)	25
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61.	SARANIKA A	Paragon Technology,Chennai	B.E(CSE)	89
62.	SHRISUMUGI S	Expert Global Solutions Pvt	B.E(CSE)	90
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78.	BARATH K	ZPMC Engineering Pvt.Ltd	B.E(ECE)	151
79.	GOMATHI K	Webberax,Chennai	B.E(ECE)	58
80.	JAGADEESHWARAN S	Paragon Digital Services	B.E(ECE)	153
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91.	SANTHOSH ARUN S	Webberax,Chennai	B.E(ECE)	56

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93.	SIVAROSHINI S	Mphasis Ltd,Chennai	B.E(ECE)	188
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99.	YUVARAJ N	ANGA Information	B.E(ECE)	158
100.	KANAGA SUDHA S	Just Dial,Chennai	B.E(ECE)	130
101.	PADMA PRIYA P	Webberax	B.E(ECE)	
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114.	SARAVANARAJ K	Just Dial,Chennai	B.E(EEE)	132
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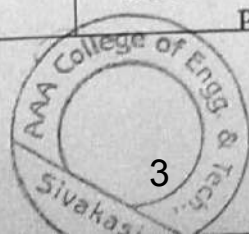
LIST OF PLACED STUDENT DURING ACADEMIC YEAR (2020-2021)

Academic Year	2020-2021
No Of Students Placed	115

.No	Name of the Students Placed	Company Placed	DOJ /Reference	Program Graduated
1.	Aditya S	Accenture Chennai.	05.06.2021	B.E(MECH)
2.	Adhithiya Prasanna P	NVH Korea, Chennai	05.06.2021	B.E(MECH)
3.	Esakki Surya R	LPT,Chennai	10.06.2021	B.E(MECH)
4.	JOHN JUBISTON J	Sree Abirami Engineering	12.07.2021	B.E(MECH)
5.	Anand R	NVH Korea	12.07.2021	B.E(MECH)
6.	Arunkumar D	LPT,Chennai	10.06.2021	B.E(MECH)
7.	Ashok Kumar S	NVH Korea	12.07.2021	B.E(MECH)
8.	Ashwin P	Perfect Detailing,Chennai	26.07.2021	B.E(MECH)
9.	Athithiyan M	LPT,Chennai	10.06.2021	B.E(MECH)
10.	Balaji S	LPT,Chennai	10.06.2021	B.E(MECH)
11.	Beno Daniel Ebenezer F	LPT,Chennai	10.06.2021	B.E(MECH)
12.	Dheeban Sujai M B	NVH Korea	12.07.2021	B.E(MECH)
13.	Ajayvighnesh V	LPT,Chennai	10.06.2021	B.E(MECH)
14.	Ganeshkumar K	NVH Korea	12.07.2021	B.E(MECH)
15.	Giriharan R	LPT,Chennai	10.06.2021	B.E(MECH)
16.	Gowtham P	NVH Korea	12.07.2021	B.E(MECH)
17.	Gowthamraja G	NVH Korea	12.07.2021	B.E(MECH)
18.	Kali Rajan M	NVH Korea	12.07.2021	B.E(MECH)
19.	Kishore Kumar S	NVH Korea, Perfect Detailing,Chennai	26.07.2021	B.E(MECH)
20.	Manikandan P	LPT,Chennai, Perfect Detailing,Chennai	26.07.2021	B.E(MECH)
21.	Marieswaran K	LPT,Chennai	10.06.2021	B.E(MECH)
22.	Meenachisundar N	NVH Korea	12.07.2021	B.E(MECH)
23.	Pandiyaraj K	NVH Korea, LPT,Chennai	10.06.2021	B.E(MECH)
24.	Prasanth R	NVH Korea	12.07.2021	B.E(MECH)
25.	Raja Sethupathi G	LPT,Chennai	10.06.2021	B.E(MECH)
26.	Rajeshwaran S	LPT,Chennai	10.06.2021	B.E(MECH)
27.	Sakthi Ganesh Balaji M	LPT,Chennai	10.06.2021	B.E(MECH)
28.	Sathish Kumar C	LPT,Chennai, Perfect Detailing,Chennai	26.07.2021	B.E(MECH)
29.	Senthil Ganesh C	LPT,Chennai	10.06.2021	B.E(MECH)
30.	Senthil Vel K	LPT,Chennai	10.06.2021	B.E(MECH)
31.	Shiyamraj K R	NVH Korea	12.07.2021	B.E(MECH)
32.	Jeyasakthivel R	TVS,Chennai	20.06.2021	B.E(MECH)

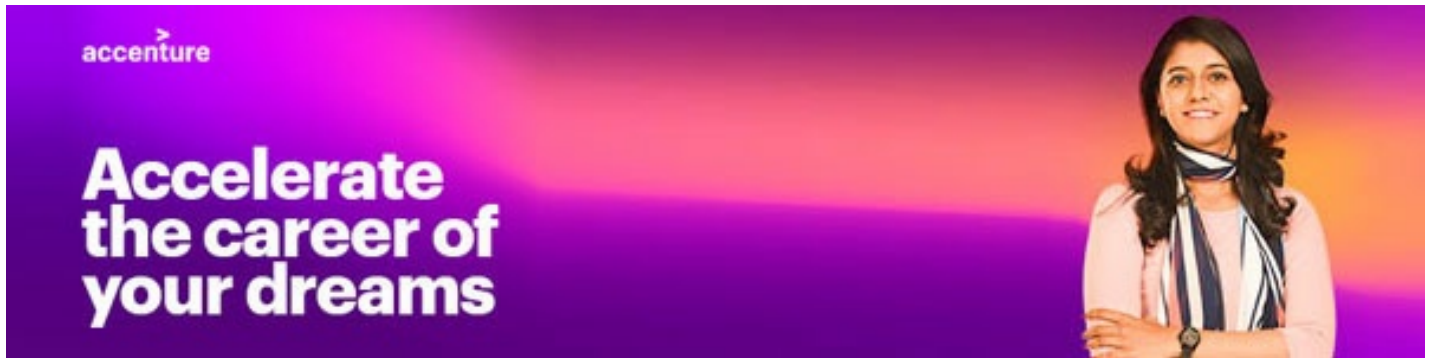
33.	Veilumuthu S	NVH Korea	12.07.2021	B.E(MECH)
34.	Vignesh M	NVH Korea, LPT,Chennai	10.06.2021	B.E(MECH)
35.	Vignesh N D	LPT,Chennai	10.06.2021	B.E(MECH)
36.	Viknesh G K	Paragon,Chennai	05.06.2021	B.E(MECH)
37.	Vimalan J	NVH Korea,Sree Abirami Engineering Works	12.07.2021	B.E(MECH)
38.	KALEESWARAN A	LPT,Chennai	10.06.2021	B.E(MECH)
39.	ARUN R	Paragon,Chennai	05.06.2021	B.E(CSE)
40.	ASHOK M	HandBuild App,Sivakasi	19.07.2021	B.E(CSE)
41.	ASWINI A	Asha Export Company	05.09.2021	B.E(CSE)
42.	ATCHAYA SHRI E	Mavenir Systems Pvt ltd,	25.10.2021	B.E(CSE)
43.	BOTHAHAR ANTHONY	Qantler,Chennai	27.09.2021	B.E(CSE)
44.	DHARANI P	Srimax,Sivaksi	01.05.2021	B.E(CSE)
45.	DIVYA S	AiimTech,Sivakasi	01.09.2021	B.E(CSE)
46.	ISHWARYA S	ANB System,Banglore	01.09.2021	B.E(CSE)
47.	JALANTHIRA S	Srimax,Sivakasi	01.05.2021	B.E(CSE)
48.	JANANI N	Webberax,Chennai,Cognizant Technology Solutions,Chennai	02.09.2021	B.E(CSE)
49.	JEYA ASWIN M	ANB,Systems,Banglore	01.09.2021	B.E(CSE)
50.	JOHN MARTIN X	Webberax,Chennai	02.09.2021	B.E(CSE)
51.	JUDAH SHEEGAN RAJ P	SimpleSolve,Chennai	08.11.2021	B.E(CSE)
52.	KANNAN J	HandBuild App,Sivakasi	19.07.2021	B.E(CSE)
53.	MADHUMITA R	Webberax,Chennai,Renault Nissan Technology,	02.09.2021	B.E(CSE)
54.	PANDIYA RAJ R V	Simple Solve,Chennai	08.11.2021	B.E(CSE)
55.	PARTHIBAN M	Hand Build App,Sivakasi	19.07.2021	B.E(CSE)
56.	PONMATHI P	Hand Build App,Sivakasi	19.07.2021	B.E(CSE)
57.	PONRAJKUMAR B	Simple Solve,Chennai	08.11.2021	B.E(CSE)
58.	PORKODI V	TCS,Banglore	01.06.2021	B.E(CSE)
59.	PRINCE SHALEM A	Paragon Technology,Chennai	05.06.2021	B.E(CSE)
60.	SARANIKA A	Paragon Technology,Chennai	05.06.2021	B.E(CSE)
61.	SHRISUMUGI S	Expert Global Solutions Pvt	27.04.2021	B.E(CSE)
62.	SIVASAKTHI C	HCL,Madurai	01.11.2021	B.E(CSE)
63.	SUBIKSHA K	RedHat Academy,Pune	01.12.2021	B.E(CSE)
64.	SUDHA A	Infosys,Banglore	27.09.2021	B.E(CSE)
65.	SWATHIKA K	Just Dial,Chennai	01.09.2021	B.E(CSE)
66.	VINOD B	HandBuild App,Sivakasi	19.07.2021	B.E(CSE)
67.	VISHNU K	ZOConnect,Noida,Delhi	14.06.2021	B.E(CSE)
68.	VISWA M	THRYVE DIGITAL	12.11.2021	B.E(CSE)
69.	SELVAGANESH S	Webrax,Chennai	02.09.2021	B.E(CSE)
70.	HARI PRIYA N	Perfect Detailing,Chennai	26.07.2021	B.E(CIVIL)
71.	RAJESWARAN G	Perfect Detailing,Chennai	26.07.2021	B.E(CIVIL)
72.	RITHIKA SUBA SANKARI	Perfect Detailing,Chennai	26.07.2021	B.E(CIVIL)
73.	ABINAYA B	Foxconn Technology India Pvt.Ltd, Chennai	05.09.2021	B.E(ECE)
74.	ALLWIN ASHA A	Just Dial,Chennai	01.09.2021	B.E(ECE)
75.	ARUN SATHISH KUMAR M	Paragon Digital Services Pvt.Ltd,Chennai	05.06.2021	B.E(ECE)
76.	BALAMURALIKRISHNA A	CMELOT,Chennai	01.09.2021	B.E(ECE)
77.	BARATH K	ZPMC Engineering Pvt.Ltd	12.08.2021	B.E(ECE)

78.	GOMATHI K	Webberax,Chennai	02.09.2021	B.E(ECE)
79.	JAGADEESHWARAN S	Paragon Digital Services	05.06.2021	B.E(ECE)
80.	KALAIYARASI C	ALHAYY Infotech Pvt.Ltd	10.10.2021	B.E(ECE)
81.	KARTHIKEYAN T	Caliber Interconnect Solutions	18.08.2021	B.E(ECE)
82.	KISHORE M	ANGA Information,Chennai	12.09.2021	B.E(ECE)
83.	MAHENDRAN S	ANGA Information,Chennai	12.09.2021	B.E(ECE)
84.	MAHENDRA VARMAN S	Paragon Digital Services	05.06.2021	B.E(ECE)
85.	PADMA PRIYA M	Pirai Infotech Pvt.Ltd	01.09.2021	B.E(ECE)
86.	PAVITHRA L	Webberax,Chennai	02.09.2021	B.E(ECE)
87.	RAJESH KUMAR K	Webberax,Chennai	02.09.2021	B.E(ECE)
88.	SABARI SHRI S	AstraZeneca,Chennai	01.12.2021	B.E(ECE)
89.	SAHANA V	COGNICX,Chennai	01.08.2021	B.E(ECE)
90.	SANTHOSH ARUN S	Webberax,Chennai	02.09.2021	B.E(ECE)
91.	SELVADURAI A	TCS,Chennai	01.06.2021	B.E(ECE)
92.	SIVAROSHINI S	Mphasis Ltd,Chennai	14.09.2021	B.E(ECE)
93.	SNEHA R	ANB Systems,Banglore	01.09.2021	B.E(ECE)
94.	VASANTHAKUMAR S	VI Microsystems Pvt.Ltd	06.09.2021	B.E(ECE)
95.	VEERAPANDIAN M	ANGA Information.Chennai	12.09.2021	B.E(ECE)
96.	VISWANATHAN P	Trioangle Minds Technologies	31.08.2021	B.E(ECE)
97.	YOGALAKSHMI M	Foxconn Technology India Pvt.Ltd,Chennai	05.09.2021	B.E(ECE)
98.	YUVARAJ N	ANGA Information	12.09.2021	B.E(ECE)
99.	KANAGA SUDHA S	Just Dial,Chennai	01.09.2021	B.E(ECE)
100.	PADMA PRIYA P	Webberax	02.09.2021	B.E(ECE)
101.	ARUN KUMAR M	LPT,Chennai	10.06.2021	B.E(EEE)
102.	DHANA SANKAR S	Sree Abirami Engineering Works,Chennai	12.07.2021	B.E(EEE)
103.	ESTHER JEMIMA J	Sree Abirami Engineering Works, Paragon Digital	12.07.2021	B.E(EEE)
104.	GOWTHAMRAJ V	Sree Abirami Engineering Works,Chennai	12.07.2021	B.E(EEE)
105.	KASTHURI K	Webberax,Chennai	02.09.2021	B.E(EEE)
106.	MARIGANESH M	Sree Abirami Engineering Works,Chennai	12.07.2021	B.E(EEE)
107.	MONICA S	Siva Software Solutions, Virudhunagar	01.09.2021	B.E(EEE)
108.	PALANISANKAR S	Sree Abirami Engineering Works,Chennai	12.07.2021	B.E(EEE)
109.	SANKARGANESH C	LPT,Chennai	10.06.2021	B.E(EEE)
110.	SANTHOSH PAUL P	LPT,Chennai	10.06.2021	B.E(EEE)
111.	VENKAT MARIAMMAL K	Paragon Digital Services, Just Dial,Chennai	05.06.2021	B.E(EEE)
112.	VIGNESHWARAN T	Simple Solve,Chennai	08.11.2021	B.E(EEE)
113.	SARAVANARAJ K	Just Dial,Chennai	01.09.2021	B.E(EEE)
114.	VIJAYA BABU V	Sureti InsuranceMarketing PVT Ltd.	01.09.2021	B.E(EEE)
115.	MUTHU PANDI S	Sureti InsuranceMarketing PVT Ltd	01.09.2021	B.E(EEE)



PRINCIPAL

Forwaded to principal
21/09/21



To,

Name : Aditya Selvaraj

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Aditya Selvaraj,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter" program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:
 - Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
 - Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
 - On successful completion of the program and clearance of the Technology fundamental

assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.

"This is an electronically generated document does not require signatures"



Training and Placement Officer AAA <tpo@aacet.ac.in>

Fwd: Test result of AVSEC,AVSTECH & AAA 2021 Batch

1 message

AVS Corporate Relations <placement@avsecmail.in>
To: tpo@aacet.ac.in

Fri, Apr 16, 2021 at 12:38 PM

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

From: Nimmy <nimmy@nvhkorea.com>

Date: Fri, 16 Apr 2021, 12:33

Subject: RE: Test result of AVSEC,AVSTECH & AAA 2021 Batch

To: AVS Corporate Relations <placement@avsecmail.in>, nimmy <nimmy@nvhkorea.co.kr>

Cc: <manikandan@nvhkorea.com>, <manavalan@nvhkorea.com>

Dear Sir,

With reference to the interview attended through online written test the below candidates have been shortlisted for our company, based on the monthly requirement their joining date has been scheduled below Kindly send their hard copy of their resume with candidate signature by courier.

SL.NO.	NAME OF THE COLLEGE	SELECTED STUDENTS COUNT	REMARKS
1	AVS COLLEGE	16	
2	AVSE COLLEGE	20	
3	AAA ENGINEERING COLLEGE	15	
TOTAL		51	

JOINING SCHEDULE

May-21	Jun-21	Jul-21	Aug-21	Sep-21	TOTAL
11	10	10	10	10	51

As a policy we have a practice to verify all original documents as mentioned in your resume, I kindly request you to bring the originals along with photocopy of the same documents as mentioned below for office purpose at the time of joining.

a.)5 -Passport Size Photo.

b.)1.Medical fitness Certificate (Original)

2.Fitness in hearing, Blood Group, Platelet Count, Complete Blood Count,

3.Smear test(Blood Sugar, Blood Urea,Calcium,Haematology research,Bio-Chemistry (random,cals),

- 4.Eye Test (Inclusive of color Blindness & Night Blindness)
c.)Educational Certificate(Original & Photo Copy)-Starting from 10th std-Original + Copy
d.)Community Certificate(Photo Copy)
e)Address Proof(Ration Card, Voters Id & Driving License & PAN Card)-(Photo Copy + original for verification)
f.) a copy of HDFC bank pass book (Company will open Salary account at HDFC).

Thanks & Regards,

D.Nimmy Arputhamary

HR Department

**NVH INDIA AUTO PARTS PVT. LTD,
B68, IRUNKATTUKOTTAI-SIPCOT,
SRIPERUMBUTHUR(TK), KANCHEEPURAM(DT),
PIN - 602117, THAMIL NADU, INDIA.
) : 8056240531, (: 044-47103805,**



*: nimmy@nvhkorea.co.kr

From: AVS Corporate Relations [mailto:placement@avsecmail.in]
Sent: 27 March 2021 04:05 PM
To: nimmy
Subject: Test result of AVSEC,AVSTECH & AAA 2021 Batch

Hello Mam,

Good evening , I have attached the college wise separate Sheet mark statement of AVSEC , AVS Tech & AAA college.

--

Thanks & Regards

J.V. Saravana Lal
Director - Corporate Relations (Engineering Division)
AVS & Sakthikailash Group Of Institutions , Salem - 636006

Hand Phone: 9489200988 , 7259014441 | Email: placement@avsecmail.in

Fax: 0427-2296555 | Phone: (0427) - 2295797, 2296555 Ext: 307

www.avseenggcollege.ac.in , www.avscollge.ac.in , www.sakthikailashcollege.org , www.avstech.org

P Please do not print this email unless it is absolutely necessary , AVS & Sakthi Kailassh Group encourages environmental awareness. " Save Papers - Go Green "

4 attachments



image001.jpg
8K



image002.jpg
2K



image002.jpg
2K



NVH Korea2021result.xlsx
2774K



LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. V. AJAY VIGNESH

Dear Mr.

OFFER LETTER

With reference to your application and subsequent interviews with us on _____, We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

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6. You are liable to be transferred to any other department of the company/ Associate Companies, anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee, and you will cease to be with us on completion of the training period.

...2...

Received the original
v. Ajay
29/01/2021

ADMN. OFFICE AND WORKS : Arasur 641 407, Coimbatore District, India.
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E-mail : lptmktg@vsnl.in Web : www.lptindia.com
Registered Office : 34A, Kamaraj Road, Coimbatore - 641 018, India
GSTIN : 33AAACL3522H1ZZ CIN : U28939TZ1966PLC000559





LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. D. ARUNKUMAR

Dear Mr.

OFFER LETTER

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...2...

Relive the original

*D. Arun Kumar
26/6/2021*

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E-mail : lptmktg@vsnl.in Web : www.lptindia.com
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LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. M. ATHITHIYAN

Dear Mr.

OFFER LETTER

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LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. S. BALAJI

Dear Mr.

OFFER LETTER

With reference to your application and subsequent interviews with us on _____, We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

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LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. F. BENO DANIEL EBENEZER

Dear Mr.

OFFER LETTER

With reference to your application and subsequent interviews with us on _____. We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

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LAKSHMI PRECISION TOOLS LIMITED

Ref: LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. R. ESAKKI SURYA

Dear Mr.

OFFER LETTER

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LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. R. GIRIHARAN

Dear Mr.

OFFER LETTER

With reference to your application and subsequent interviews with us on _____. We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

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...2...

ADMIN. OFFICE AND WORKS : Arasur 641 407, Coimbatore District, India.
Phone : 0422 3073500 Fax : 0422 2360469
E-mail : lpitindia@vsnl.in Web : www.lpitindia.com
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LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. P. MANIKANDAN

Dear Mr

OFFER LETTER

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LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. K. MARIESWARAN

Dear Mr.

OFFER LETTER

With reference to your application and subsequent interviews with us on _____. We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

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LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. K-PANDIYARAJ

Dear Mr.

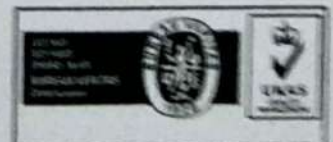
OFFER LETTER

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LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. N. KALEESWARAN

Dear Mr.

OFFER LETTER

With reference to your application and subsequent interviews with us on _____. We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

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LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. *Gr. RAJA SETHUPATHI*

Dear Mr.

OFFER LETTER

With reference to your application and subsequent interviews with us on _____, We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

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*...2...
Receive the original
Gr. Raja sethupathi
26/6/2021*

ADMN. OFFICE AND WORKS : Arasur 641 407, Coimbatore District, India.
Phone : 0422 3073500 Fax : 0422 2360469
E-mail : iptmktg@vani.in Web : www.lptindia.com
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LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr.

S. RAJESHWARAN

Dear Mr.

OFFER LETTER

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LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. M. SAKTHI GANESH BALAJI

Dear Mr.

OFFER LETTER

With reference to your application and subsequent interviews with us on _____. We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

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LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. C. SATHISH KUMAR

Dear Mr.

OFFER LETTER

With reference to your application and subsequent interviews with us on _____. We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

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...2...

*Received the Original
of Sathish Kumar*

26.06.2021.

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E-mail : lptmktg@vsnl.in Web : www.lptindia.com
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LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. C. SENTHIL GANESH

Dear Mr.

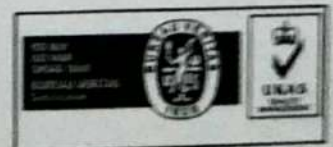
OFFER LETTER

With reference to your application and subsequent interviews with us on _____, We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. 12500/- (Rupees _____ only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees Provident Fund Contribution and 0.75% of Employees State Insurance Contribution on your stipend. The Company will also contribute the Management Contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulations of the company.
6. You are liable to be transferred to any other department of the company/ Associate Companies, anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee, and you will cease to be with us on completion of the training period.

...2...

ADMN. OFFICE AND WORKS : Arasur 641 407, Coimbatore District, India.
Phone : 0422 3073500 Fax : 0422 2360469
E-mail : lpmtkg@vsnl.in Web : www.lptindia.com
Registered Office : 34A, Kamaraj Road, Coimbatore - 641 018, India
GSTIN : 33AAACL3522H1ZZ CIN : U28939TZ1966PLC000559





LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. K. SENTHIL VEL

Dear Mr.

OFFER LETTER

With reference to your application and subsequent interviews with us on _____. We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. 12500/- (Rupees _____ only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees Provident Fund Contribution and 0.75% of Employees State Insurance Contribution on your stipend. The Company will also contribute the Management Contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
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7. You shall conduct yourself as a Trainee and not as a permanent employee, and you will cease to be with us on completion of the training period.

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Phone : 0422 3073500 Fax : 0422 2360469
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

ISO 9001 : 2015
JAS-ANZ Accreditation No : M4430310IC

SHREE ABIRAMI ENGINEERING WORKS

Office : Plot No. 56, Arunachalam Main Road,
Ambal Nagar, Porur, Chennai - 600 116.

Phone : 044-24825906 / 24827256 / 24827769 Telefax : 044-2482 7572
www.abiramiengg.com e-mail : saew92@gmail.com

Repairing & Overhauling of Power Transformers and Hydro Generators / Electrical Super A grade Contractors.
Manufacturers up to 400kv Power Transformers/Power Transformers on Rental/NABL accredited Transformer Oil Testing Lab/
Impulse test upto 2400 KV

Authorized service representatives for     **ABB** Transformers

SAEW/HR/OFFER/G-068/2021-22

11.03.2021

To
MR. JOHN JUBISTON J
SIVAKASI

Recruitment of Graduate Engineer Trainee

Dear **JOHN JUBISTON J,**

With reference to your application dated 11.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

You should be prepared to take up any kind of related works that the management assigns you as and when necessary. You should work two years from the day of your appointment, you will have a notice period of one month & if you resign within two years then, one month salary will be deducted.

You should strictly adhere to the rules and regulations & discipline of the company. During your tenure, you wish to resign or the management decides that your services are not required any more.

However, if for any reason due to any acts of misconducts or due to any other inevitable circumstances, the management reserves the right to terminate your services forthwith without assigning any reason or notice or any compensation in lieu of.

Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

B.V. Murthy



J. John
Accepted:



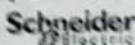

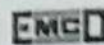

ISO 9001 : 2015
IAS-ACC Accreditation No : M44303101C

SHREE ABIRAMI ENGINEERING WORKS

Office : Plot No. 56, Arunachalam Main Road,
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Phone : 044-24825906 / 24827256 / 24827769 Telefax : 044-2482 7572
www.abiramiengg.com e-mail : saew92@gmail.com

Repairing & Overhauling of Power Transformers and Hydro Generators / Electrical Super A grade Contractors.
Manufacturers up to 400kv Power Transformers/Power Transformers on Rental/NABL accredited Transformer Oil Testing Lab/
Impulse test upto 2400 KV

Authorized service representatives for     **ABB** Transformers

SAEW/HR/OFFER/G-069/2021-22

11.03.2021

To
**MR. VIMALAN J
TUTICORIN**

Recruitment of Graduate Engineer Trainee

Dear **VIMALAN J,**

With reference to your application dated 11.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

You should be prepared to take up any kind of related works that the management assigns you as and when necessary. You should work two years from the day of your appointment, you will have a notice period of one month & if you resign within two years then, one month salary will be deducted.

You should strictly adhere to the rules and regulations & discipline of the company. During your tenure, you wish to resign or the management decides that your services are not required any more.

However, if for any reason due to any acts of misconducts or due to any other inevitable circumstances, the management reserves the right to terminate your services forthwith without assigning any reason or notice or any compensation in lieu of.

Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,


Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

(Handwritten signature)



(Handwritten signature)
Accepted:

Annexure A

		
<p align="center">Compensation Structure</p>		
Name	:	Arun R
Designation	:	Process Executive
	Monthly (Rs)	Annual (Rs)
A Salary - Components		
Basic Salary	9,900.00	118,800.00
Statutory Bonus	825.00	9,900.00
HRA	3,275.00	39,300.00
Special Allowance	-	-
Sub Total A	14,000.00	168,000.00
B Retirals & Benefits		
EPF - Employer's Contribution	1,287.00	15,444.00
ESI - Employer's Contribution	455.00	5,460.00
Gratuity	483.00	5,800.00
Group Health Insurance	-	-
Group Term Life Insurance	42.00	500.00
Sub Total B	2,267.00	27,204.00
Take Home Break-up		
Gross Salary	14,000.00	
Deductions		
EPF - Employee Contribution	1,287.00	
ESI - Employee Contribution	105.00	
Net pay without TDS	12,608.00	
C Variable Pay		
Shift Allowance*	4,000.00	48,000.00
Food Allowance*	700.00	8,400.00
Based on the Annual Performance Review scores	-	-
Sub Total C	4,700.00	56,400.00
Cost to Company (A+B+C)	20,967.00	251,604.00

- a. Employee will be eligible for food and shift allowances according the Allowance policy of Paragon*
- b. Employee will be eligible for Bonus according the policy of Paragon
- c. Coverage of Insurance will also be applicable according the Employee Benefit policy of Paragon
- d. The above compensation is subject to complying with the requirements of company policy and law applicable from time to time.
- e. Company reserves the right to modify/amend the structure in part or full without any notice or assigning any reasons.
- f. Tax deductions applicable according to the state/central Act

For **PARAGON DIGITAL SERVICES PVT LTD**

Savitha Nair
Sr Vice President-Human Resources

I acknowledge and accept the terms & conditions mentioned in the offer.

Arun R



Balaji Viswanath B
Founder & CEO

4/398, Ayyanar Colony,
Sivakasi, India - 626123

+91 4562 250584
handbuiltapps@gmail.com

13th July 2021

Offer Letter

To

Mr.M.Ashok

Reg No: 953717104004

College: AAA College of Engineering & Technology

Dear Ashok

It is with great pleasure that I am writing to you to offer you the position of **Website Developer** with HandBuiltApps Pvt Ltd. And your joining date will be (19/07/2021)

Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. Your pay during the employment will be Rs 15,000 per month

After the probation period, if your performance was satisfactory, you will be appointed as permanent employment by Adaptive.

We expect you to work for the company with utmost dedication and sincerity.

If you are happy with the terms of this letter, I would be grateful if you sign the enclosed copy and return to me.

Yours sincerely

B. Balaji Viswanath
(Founder & CEO)

I acknowledge receipt of this letter and wish to accept the offer of employment.

Sign

Date



Balaji Viswanath B
Founder & CEO

4/398, Ayyanar Colony,
Sivakasi, India - 626123

+91 4562 250584
handbuiltapps@gmail.com

13th July 2021

Offer Letter

To

Mr. J.Kannan

Reg No: 953717104021

College: AAA College of Engineering & Technology

Dear Kannan

It is with great pleasure that I am writing to you to offer you the position of **Website Developer** with HandBuiltApps Pvt Ltd. And your joining date will be (19/07/2021)

Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. Your pay during the employment will be Rs 15,000 per month

After the probation period, if your performance was satisfactory, you will be appointed as permanent employment by Adaptive.

We expect you to work for the company with utmost dedication and sincerity.

If you are happy with the terms of this letter, I would be grateful if you sign the enclosed copy and return to me.

Yours sincerely

B. Balaji Viswanath
(Founder & CEO)

I acknowledge receipt of this letter and wish to accept the offer of employment.

Sign

Date



Balaji Viswanath B
Founder & CEO

4/398, Ayyanar Colony,
Sivakasi, India - 626123

+91 4562 250584
handbuiltapps@gmail.com

13th July 2021

Offer Letter

To

Mr. M.Parthiban

Reg No: 953717104027

College: AAA College of Engineering & Technology

Dear Parthiban

It is with great pleasure that I am writing to you to offer you the position of **Website Developer** with HandBuiltApps Pvt Ltd. And your joining date will be (19/07/2021)

Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. Your pay during the employment will be Rs 15,000 per month

After the probation period, if your performance was satisfactory, you will be appointed as permanent employment by Adaptive.

We expect you to work for the company with utmost dedication and sincerity.

If you are happy with the terms of this letter, I would be grateful if you sign the enclosed copy and return to me.

Yours sincerely

B. Balaji Viswanath
(Founder & CEO)

I acknowledge receipt of this letter and wish to accept the offer of employment.

Sign

Date



Balaji Viswanath B
Founder & CEO

4/398, Ayyanar Colony,
Sivakasi, India - 626123

+91 4562 250584
handbuiltapps@gmail.com

13th July 2021

Offer Letter

To

Mr. B.Vinod

Reg No:953717104044

College: AAA College of Engineering & Technology

Dear Vinod

It is with great pleasure that I am writing to you to offer you the position of **Website Developer** with HandBuiltApps Pvt Ltd. And your joining date will be (19/07/2021)

Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. Your pay during the employment will be Rs 15,000 per month

After the probation period, if your performance was satisfactory, you will be appointed as permanent employment by Adaptive.

We expect you to work for the company with utmost dedication and sincerity.

If you are happy with the terms of this letter, I would be grateful if you sign the enclosed copy and return to me.

Yours sincerely

B. Balaji Viswanath
(Founder & CEO)

I acknowledge receipt of this letter and wish to accept the offer of employment.

Sign

Date

October 21, 2021

Candidate Name: Atchaya Shri Eswaran

Dear Atchaya,

We are pleased to offer you the position of **INTERN** starting from **25th October 2021 till 22nd April 2022**. During your internship, you will report to **Kandasamy Meikandamuthu – Manager – R&D**.

Your retainer fee is Rupees **15,200/- (Rupees Fifteen Thousand Two Hundred Only)** per month.

Non-Contractual Benefits – Our Company from time to time establish programs which may provide you with benefit which are not part of this contract. Such programs may be amended, suspended or discontinued at the company's sole discretion.

Termination – During the period of internship agreement, either party may terminate this agreement.

In the event you decide to terminate the agreement you are required to one (1) month notice in writing.

In the event Mavenir decides to terminate the agreement and is required to give a notice of one (1) month.

In the event Mavenir decides to hire you, you are required to go through the ELitmus test and the regular Mavenir Recruitment Process and the hiring will be based on the clearance of the tests and interviews.

We welcome you and look forward to working with you.

To indicate your acceptance, kindly sign a copy of this letter and return it to us as soon as possible.

Sincerely,

For Mavenir Systems Pvt Ltd



AGREED AND ACCEPTED:

By: _____

Print Name: _____

Malini Ramdev
Senior Director – Human Resources

Sep 26, 2021

BOTHAHAR ANTHONY JOHNSON SEBASTIN

johnsregin@gmail.com

Dear Bothahar Anthony Johnson S,

LETTER OF EMPLOYMENT

We are pleased to offer you the position of **Software Engineer – Trainee** at Qantler Technologies (“Qantler”), based in India on the terms and conditions set out in this letter (“Letter”).

This offer shall expire within 7 business days from the date above if this Letter is not signed and returned to Qantler Technologies within this period.

1. Date of Commencement

Your internship starts on **27 Sep 2021**.

2. Remuneration

- 2.1 **INR 15,000** will be paid monthly as a consolidated pay from the date of your employment.
- 2.2 Your compensation will be reviewed in future as per Company policy.
- 2.3 **INR 5,000** will be paid monthly as a consolidated pay during your intern.

3. Duties

You shall report directly to Ganesh Kumar - Technical Lead, based in India office or such other senior officer of Qantler Technologies as from time to time be notified to you. During your appointment, you shall:

- (a) Undertake your duties and exercise such powers in relation to Qantler Technologies and its business as the manager shall from time to time assign to or vest in you;
- (b) Devote your full time, attention and skill to your duties and shall act in the best interests of Qantler Technologies at all times; and

(c) in the discharge of such duties and in the exercise of such powers, observe and comply with all resolutions and directions from time to time made or given by Qantler Technologies and shall at all times keep the manager promptly and fully informed of your conduct of the business and affairs of Qantler.

4. Probation Period

You shall be on training for first 12 months from your joining date and probation for next 18 months. Your compensation will be reviewed during this period as per Company policy.

5. Place of Work

5.1 You will be required to carry out your duties under this Letter in Chennai, India.

5.2 You may be required to travel on the business of Qantler Technologies to such places outside India.

5.3 You may be required to be at Client's premises for the tenure of the contract signed thereof.

6. Working Days & Hours

6.1 Your normal working days and hours are as follows:

- Monday to Saturday – 9.00 am to 6.30 pm

6.2 You may be required to work beyond normal working hours to discharge your duties at the sole discretion of the company/Client.

7. Annual / Sick Leaves

7.1 You will be entitled to 12 working days Annual / Sick leave on a pro-rata basis subject to Client's approval.

7.2 Paid leave may only be taken at such times as Qantler Technologies shall consider to be most convenient, having regard to your duties and the requirements of Qantler Technologies' business. Paid leave may not be accumulated and must be taken by the last day of April after the completion of each calendar year, and if not taken during the year to which it relates shall, in the absence of the written approval of the Manager and the Human Resources Manager, be forfeited. Paid leave entitlement in respect of any period of employment of less than one calendar year shall be pro-

rated by reference to the actual period of employment completed during the calendar year in question.

7.3 In addition to your paid annual leave entitlement as set out above, you shall be entitled to all gazetted public holidays in India subject to the provisions of paragraph.

7.4 You must notify the company and/or your immediate supervisor as soon as practicable if you are unable to work for medical reasons. Such notice shall be given within the first four (4) hours of the working day.

7.5 You are required to produce, without demand, a medical certificate in all cases where you are absent from work for medical reasons.

8. Expenses

Qantler Technologies shall reimburse you such out-of-pocket expenses (expenses of travelling to customer sites, internet charges) as Qantler Technologies shall consider to be reasonably and properly incurred by you in the performance of your duties provided that you can provide Qantler Technologies with such vouchers or other evidence of actual payments of such expenses as Qantler Technologies may require.

9. Notice Period

While on training and probation (during the first 30 months), the Company may not accept your resignation as per the Company policies. Company has the solo discretion to decide on this case.

On confirmation, this appointment may be terminated by either side by giving **three months** of notice.

9A. Termination

9A.1 The Company has the right to give immediate notice before terminating your services if you are guilty of misconduct, negligence, or breach of any of the terms of this Letter of Appointment.

9A.2 The Company reserves the right not to give any reasons for termination. Upon the termination of your employment, you shall return to the Company all documents, records, items and materials in your possession or custody belonging to the Company or its Clients and you shall not retain any copies (including electronic or soft copies) thereof.

9A.3 During your notice period, you shall handover all documents and materials relating to your work and ensure a smooth transition of your duties and responsibilities. If you fail to complete

the handover during the notice period, the Company shall be fully entitled to require and compel you to stay two (2) more weeks after the notice period has ended to complete the hand over.

10. Confidentiality

10.1 You shall not disclose to any third party any confidential information obtained during your course of employment unless expressly authorized by the Company.

10.2 Confidential information for the purposes of this contract includes and is not limited to trade secrets, business plans, strategies, financial information and any other information that will affect the Company's competitive position.

10.3 Your obligations to maintain confidentiality and secrecy shall apply after your employment until such time that the information is no longer confidential or has been made public by the Company.

10.4 You shall not without prior written consent of the Company destroy, make copies, duplicate or reproduce in any form the Company's confidential information.

11. Non Competition & Non Solicitation

11.1 For a period of 6 months following the termination of your employment for whatever reason (which time period shall be extended by the length of time during which you are in violation of this paragraph), you shall not directly or indirectly

a. Solicit the business of (or otherwise deal in a manner adverse to the Company) or provide any product designs or hardware engineering, consulting or programming service to any customer of the Company (regardless of whether or not you personally had dealt with that party during your employment)

b. Solicit the services of (or otherwise deal in a manner adverse to the Company) of any employee of the Company or induce such employee(s) to terminate his or her employment. You further agree that the Company shall be entitled to injunctive relief as well as damages for any violation by you of this Agreement (which shall survive the termination of this Agreement and your employment).

c. Go for direct employment with the Client, without prior approval from Qantler.

12. Entire Agreement

This Agreement represents the entire agreement of the parties and it supersedes all prior statements, discussions and understandings and may be amended only in writing signed by both parties.

13. Governing Law

This Letter of Appointment shall be governed by and construed in accordance with the laws of India.

Please confirm your acceptance of the above terms and conditions by signing and returning to us the duplicate copy of this Letter.

Regards,



For and Behalf of Qantler Technologies,

A R Selvam

Director, Human Resources & Operations



Feb 14, 2021

To
Ms. Jalandhira
D/o: Mr. K.Srinivasan
Sivakasi.

Subject: Appointment Order for the post "Software Developer"

Dear Sir,

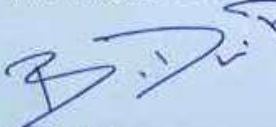
We are pleased to inform you that you are here by appointed as a "Software Developer" in our Srimax Software Technology. You are requested to inform your consent within 7 days and join the duty on or before Mar 1, 2021.

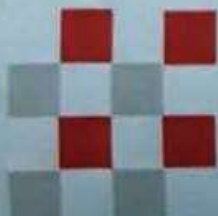
Salary: Your Annual Total Employment Cost to the company would be Rs.1,80,000 (One Lakh Eighty Thousand Only)

We congratulate you on your appointment and wish you a long and successful career with us.

Thank You,

For Srimax Software Technology,


Proprietor
(B.Durai Prasanna)



www.srimax.com

256, P.K.S.A. Arumuga Road,
Sivakasi - 626 189. India.
Phone : 91-4562-272323
Email : info@srimax.com
Url : www.srimax.com



Feb 14, 2021

To
Ms. Jalandhira
D/o: Mr. K. Srinivasan
Sivakasi.

Subject: Appointment Order for the post "Software Developer"

Dear Sir,

We are pleased to inform you that you are here by appointed as a "Software Developer" in our Srimax Software Technology. You are requested to inform your consent within 7 days and join the duty on or before Mar 1, 2021.

Salary: Your Annual Total Employment Cost to the company would be Rs.1,80,000 (One Lakh Eighty Thousand Only)

We congratulate you on your appointment and wish you a long and successful career with us.

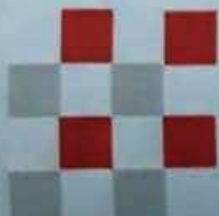
Thank You,

For Srimax Software Technology,

A handwritten signature in blue ink, appearing to read "B. Durai Prasanna", is written over a red circular stamp.

Proprietor

(B. Durai Prasanna)



www.srimax.com

256, P.K.S.A. Arumuga Road,
Sivakasi - 626 189. India.
Phone : 91-4562-272323
Email : info@srimax.com
Url : www.srimax.com



22-Nov-2021

Dear Janani N,
B.E., Computer Science
AAA College of Engineering & Technology, Sivakasi

Candidate ID – 18288900

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Janani N **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		401,988

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*****Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Janani N, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

e. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited Janani N

Sign: _____
Name:

Sign: _____
Name:



Offer letter

01st July 2021

Dear Ishwarya,

This has reference to the meeting you had with us. We are pleased to offer you the position of **Software Developer - Trainee** in our Organization.

You will have to accept the offer in writing by **05th July 2021**, beyond which the offer stands withdrawn.

The joining date is on or before **02nd August 2021**. If you do not join by the date the offer is withdrawn. A detailed appointment letter with the salary break-up will be provided when you join the company.

Welcome to ANB SYSTEMS and we wish you the very best for a long & fruitful tenure with us.

For ANB SYSTEMS PVT.LTD

N. Balakrishnan

Nirupama Balakrishnan
Director

ANB Systems Private Limited.

2nd Floor, Khivraj Complex Building-1, 480 Anna Salai, Nandanam, Chennai- 600035.
+91 44 4203 4156 www.anbsystems.com



Offer letter

01st July 2021

Dear Jeya Aswin M

This has reference to the meeting you had with us. We are pleased to offer you the position of **Software Developer - Trainee** in our Organization.

You will have to accept the offer in writing by **05th July 2021**, beyond which the offer stands withdrawn.

The joining date is on or before **02nd August 2021**. If you do not join by the date the offer is withdrawn. A detailed appointment letter with the salary break-up will be provided when you join the company.

Welcome to ANB SYSTEMS and we wish you the very best for a long & fruitful tenure with us.

For ANB SYSTEMS PVT.LTD

N. Balakrishnan

Nirupama Balakrishnan
Director

ANB Systems Private Limited.

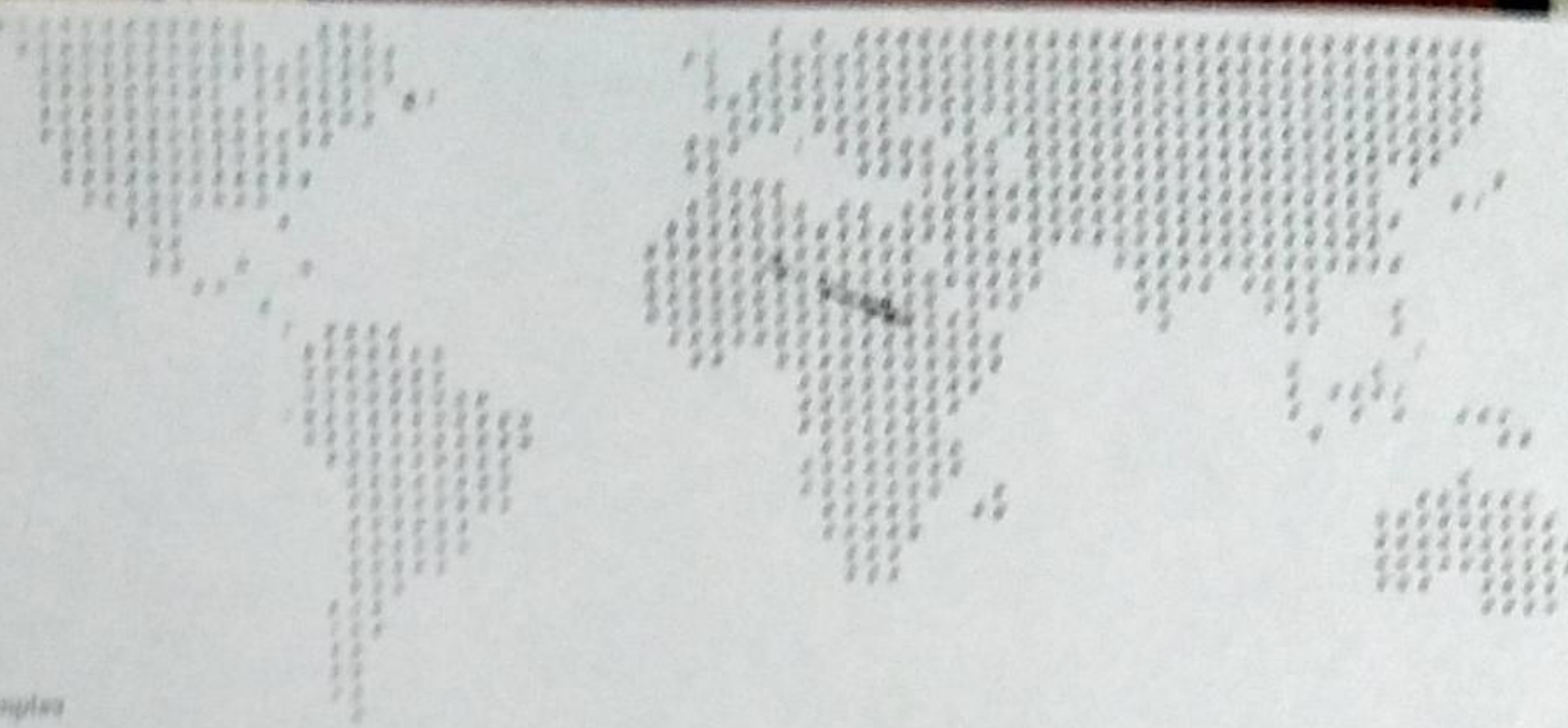
2nd Floor, Khivraj Complex Building-1, 480 Anna Salai, Nandanam, Chennai- 600035.
+91 44 4203 4156 www.anbsystems.com



+91 9689242905
+91 4448657530

www.webberax.com
contact@webberax.com

144 Velmarugan Sri Lakshmi Hall Complex
Madhills Road - Borethi Nagar Pudur
Ambattur Chennai - 600053



Date: 31 March, 2021

To
L. PAVITHRA

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER

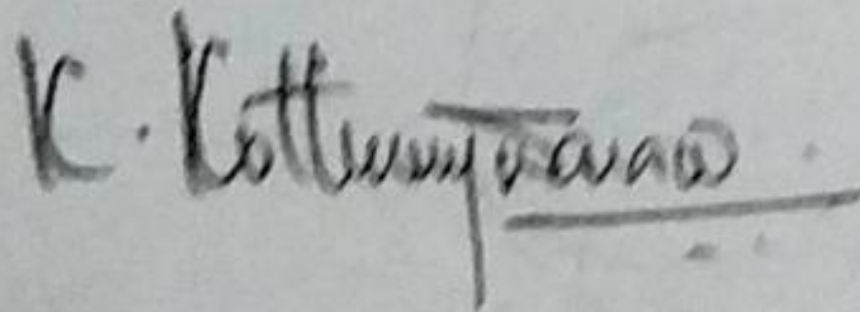
Dear L. PAVITHRA,

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER** effective June 2021 at our organization.

Your cost to the company (CTC) would be **RS.2,04,000** (Two Lakh Four Thousand Only) Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.



Received the original.
L. Pavithra

.....
(Kotteshwaran Karuppan)
General Manager - WEBBERAX

.....



+91 9609242905
+91 4448607548

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144 Velthurugan Sri Lakshmi Hall Complex
Redhills Road Bharathi Nagar Pudur
Ambattur Chennai - 600053

Date: 31 March, 2021

To

P. PADMA PRIYA

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER

Dear P. PADMA PRIYA,

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER** effective June 2021 at our organization.

Your cost to the company (CTC) would be RS.2,04,000 (Two Lakh Four Thousand Only) Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

K. Kotteshwaran

(Kotteshwaran Karuppan)

General Manager - WEBBERAX

Received the Original.
P. Padma Priya



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+91 4448657548

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144 Veinavurugan Sri Lakshmi Hall Complex
Red Hills Road, Bharathi Nagar Pudur
Ambattur Chennai - 600053

Date: 31 March, 2021

To
V. GOWTHAMRAJ

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER

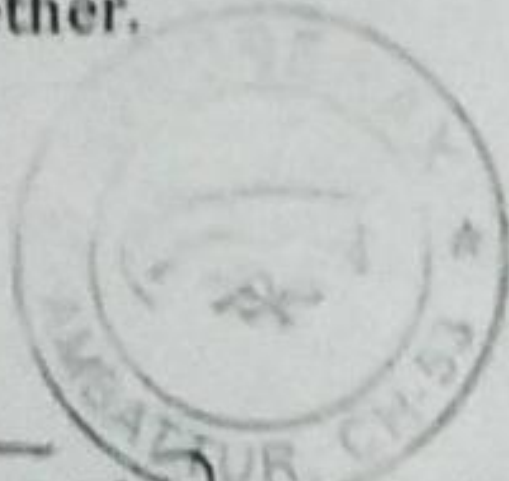
Dear V. GOWTHAMRAJ ,

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER** effective June 2021 at our organization.

Your cost to the company (CTC) would be RS.2,04,000 (Two Lakh Four Thousand Only) Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.


K. Kotteshwaran

(Kotteshwaran Karuppan)

General Manager - WEBBERAX

Received the original
V Gowthamraj



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+91 4448657548

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144 Velmurugan Sri Lakshmi Hall Complex
Redhills Road Bharathi Nagar Pudur
Ambattur Chennai - 600053

Date: 31 March, 2021

To
RAJESHKUMAR .K

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER

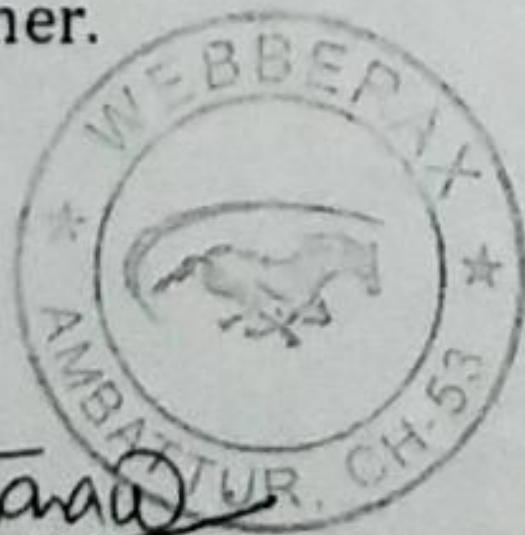
Dear RAJESHKUMAR .K ,

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER** effective June 2021 at our organization.

Your cost to the company (CTC) would be RS.2,04,000 (Two Lakh Four Thousand Only) Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.



K. Kotteshwaran

(Kotteshwaran Karuppan)

General Manager - WEBBERAX

Received the original

K. Rajesh Kumar



+91 9600242905
+91 4448857548

www.webberax.com
contact@webberax.com

144 Velimurugan Sri Lakshmi Hall Complex
Redhills Road, Bharathi Nagar Pudur
Ambattur, Chennai - 600053



Date: 31. March, 2021

To

S. SANTHOSH ARUN

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER

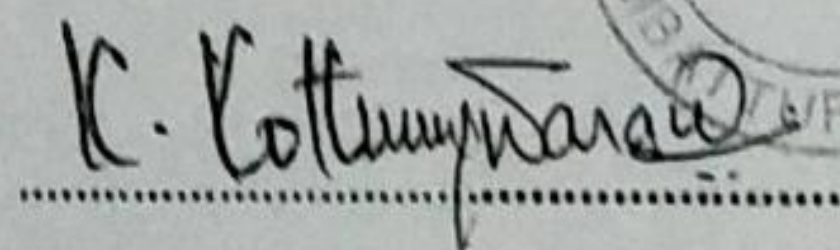
Dear S. SANTHOSH ARUN ,

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER** effective June 2021 at our organization.

Your cost to the company (CTC) would be RS.2,04,000 (Two Lakh Four Thousand Only) Per annum.

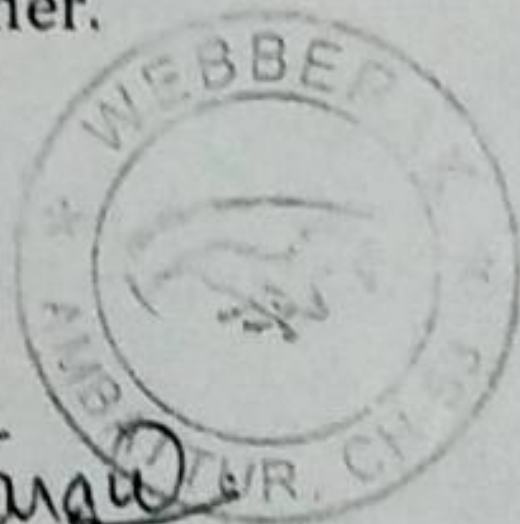
The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.



(Kotteshwaran Karuppan)

General Manager - WEBBERAX



Received original.
S. Santhosh Arun

.....



+91 9600242905
+91 4448657548

www.webberax.com
contact@webberax.com

144 Velmurugan Sri Lakshmi Hall Complex
Redhills Road Bharathi Nagar Pudur
Ambattur Chennai - 600053

Date: 31. March, 2021

To

K. KASTHURI

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER

Dear K. KASTHURI,

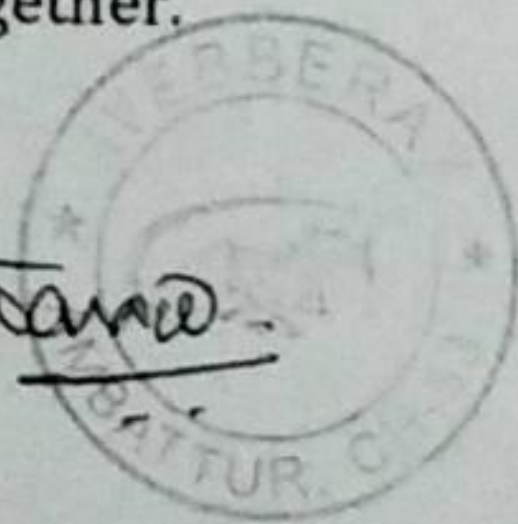
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We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

K. Kotteshwaran



(Kotteshwaran Karuppan)

General Manager - WEBBERAX

Received the original

Le. Kasthuri



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+91 4478637548

www.webberax.com
contact@webberax.com

14 Velamavagan Sri Lakshmi Hall Complex
Rajhilla Road Bharathi Nagar Podur
Ambattur Chennai - 600053

Date: 31. March, 2021

To

GOMATHI KARUPPASAMY

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER

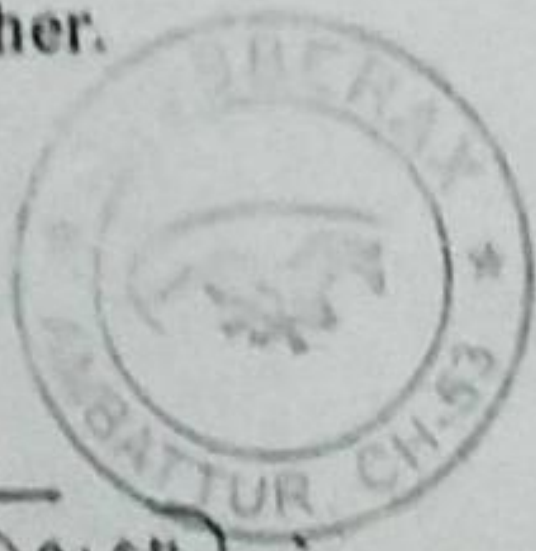
Dear GOMATHI KARUPPASAMY

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER** effective June 2021 at our organization.

Your cost to the company (CTC) would be RS.2,04,000 (Two Lakh Four Thousand Only) Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

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K. Kotteshwaran

(Kotteshwaran Karuppan)

General Manager - WEBBERAX



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+91 4440657348
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144 Velumirugan Sri Lakshmi Hall Complex
Seshhills Road - Bharathi Nagar Pudur
Ambattur - Chennai - 600053

Date: 31. March, 2021

To

S. SELVA GANESH

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER

Dear S. SELVA GANESH ,

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER** effective June 2021 at our organization.

Your cost to the company (CTC) would be RS.2,04,000 (Two Lakh Four Thousand Only) Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

(Kotteshwaran Karuppan)

General Manager - WEBBERAX

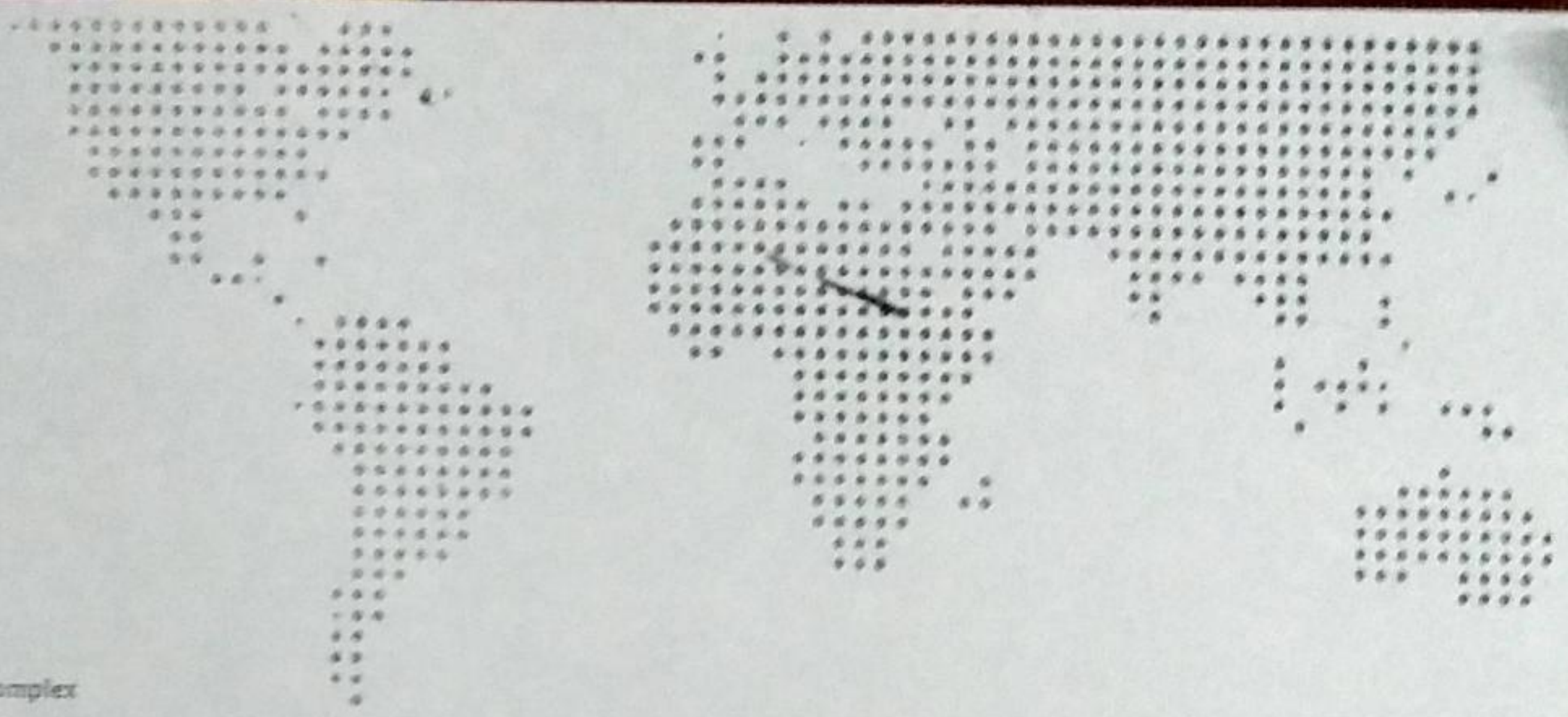


Eye Towards Future

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144 Velimurugan Sri Lakshmi Hall Complex
Redhills Road Bharathi Nagar Pudur
Ambattur Chennai - 600053



Date: 31. March, 2021

To
JOHN MARTIN. X

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER

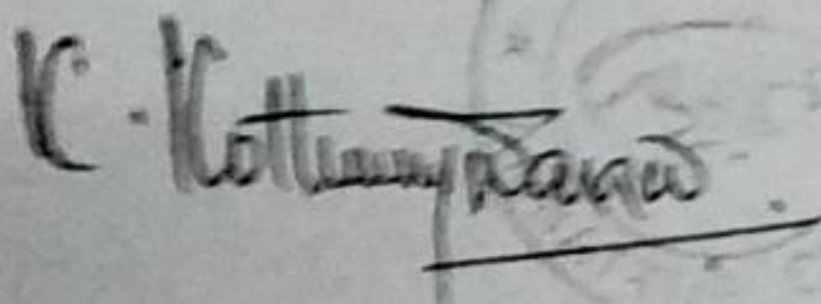
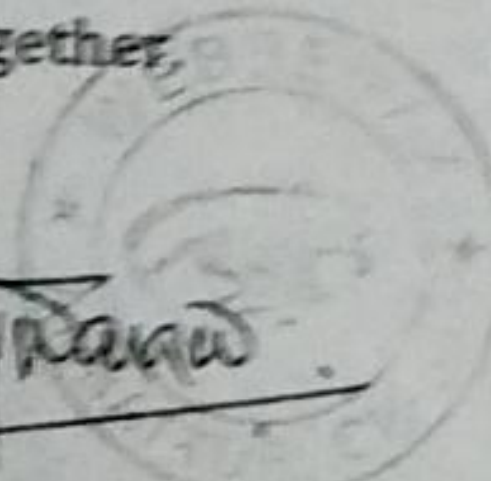
Dear JOHN MARTIN. X,

With respect to your application and the subsequent interview, we are pleased to offer you the position of JUNIOR SOFTWARE ENGINEER effective June 2021 at our organization.

Your cost to the company (CTC) would be RS.2,04,000 (Two Lakh Four Thousand Only) Per annum.

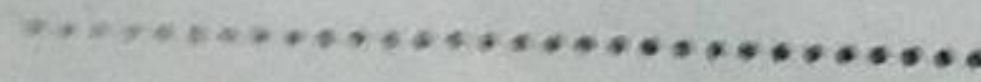
The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

(Kotteshwaran Karuppan)

General Manager - WEBBERAX





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☎ 091 4440057548

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📍 144 Velourugan St Lakshmi Hall Complex
Red Hills Road - Bharathi Nagar Pudur
Ambattur Chennai - 600054

Date: 31 March, 2021

To
MADHUMITA R

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER

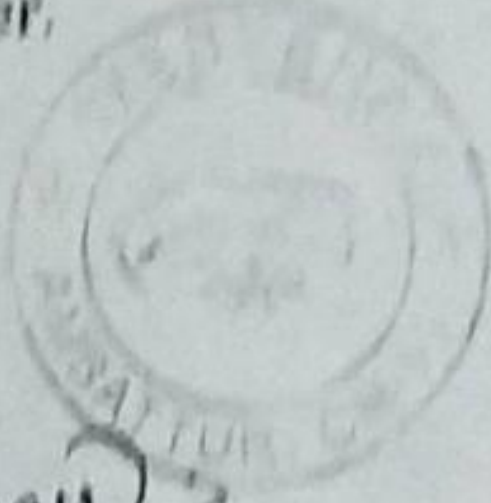
Dear MADHUMITA R ,

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER** effective June 2021 at our organization.

Your cost to the company (CTC) would be RS.2,04,000 (Two Lakh Four Thousand Only) Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.



K. Kotteshwaran

(Kotteshwaran Karuppan)

General Manager - WEBBERAX

Received Original copy
R. V. Datta



☎ 044 665747005
☎ 044 665747448

🌐 www.webberax.com
✉ careers@webberax.com

📍 144 Velamrajan Sri Lalitha Hall Complex
Radhika Road, Srirambhoganagar, Pondicherry
Ambattur Chennai - 600053

Date: 31 March, 2021

To
JANANI NAGAMANI

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER

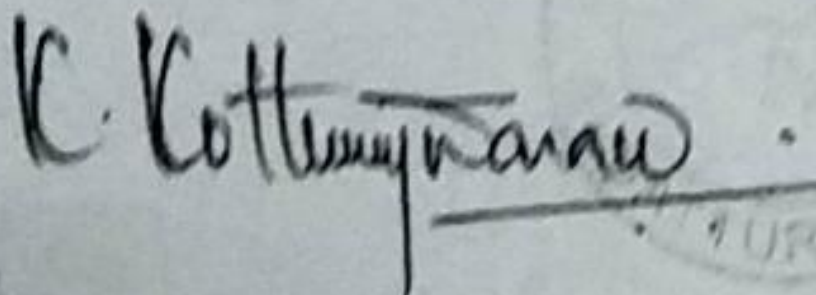
Dear **JANANI NAGAMANI**,

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER** effective June 2021 at our organization.

Your cost to the company (CTC) would be RS.2,04,000 (Two Lakh Four Thousand Only) Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.


K. Kotteshwaran

.....
(Kotteshwaran Karuppan)
General Manager - WEBBERAX

Received Original
N-Janani
25/8/2021

Date: 13th October 2021

Dear **Ponraj Kumar**, Congratulations

Subject:Provisional OfferLettter

With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer - Trainee**. Your annual cost to the company will be **INR 2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only). CTC includes statutory deductions, TDS & Professional tax.

Your appointment will be effective on your joining date i.e **8th November 2021**. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

Your employment contract will be governed by the following terms and conditions:

1. The Employee's employment shall continue for a period of **2 years**, beginning on the effective date of this agreement and ending on **7th November 2023**. In the event of employee wishing to cease the agreement the employee will be liable to pay a sum of Rs.1,50,000/- (Rupees one lakh Fifty Thousand only) towards the training cost.
2. Employee will be on probation during the first 6 months. The employee will be given comprehensive training in technology which will be utilized in the product implementation. An assessment at the end of 3rd month or thereafter will be conducted to calibrate the knowledge and the proficiency level of the employee on those technologies. Based on the evaluation they will be confirmed as a permanent employee. Associates failing to make the grade will be separated.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

We take this opportunity to thank & appreciate your decision to join SimpleSolve Technologies. You are requested to join us on or before **8th November 2021**.

You are requested to report on the joining date at 10:30 a.m. Please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date.

Date: 13th October 2021

Dear **Pandiya Raj**, Congratulations

Subject:Provisional OfferLettter

With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer - Trainee**. Your annual cost to the company will be **INR 2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only). CTC includes statutory deductions, TDS & Professional tax.

Your appointment will be effective on your joining date i.e **8th November 2021**. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

Your employment contract will be governed by the following terms and conditions:

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You are requested to report on the joining date at 10:30 a.m. Please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date.

Date: 13th October 2021

Dear **Judah Sheegan Raj**, Congratulations

Subject:Provisional OfferLettter

With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer - Trainee**. Your annual cost to the company will be **INR 2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only). CTC includes statutory deductions, TDS & Professional tax.

Your appointment will be effective on your joining date i.e **8th November 2021**. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

Your employment contract will be governed by the following terms and conditions:

1. The Employee's employment shall continue for a period of **2 years**, beginning on the effective date of this agreement and ending on **7th November 2023**. In the event of employee wishing to cease the agreement the employee will be liable to pay a sum of Rs.1,50,000/- (Rupees one lakh Fifty Thousand only) towards the training cost.
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We take this opportunity to thank & appreciate your decision to join SimpleSolve Technologies. You are requested to join us on or before **8th November 2021**.

You are requested to report on the joining date at 10:30 a.m. Please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date.

Date: 13th October 2021

Dear **Palani Sankar**, Congratulations

Subject:Provisional OfferLetter

With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer - Trainee**. Your annual cost to the company will be **INR 2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only). CTC includes statutory deductions, TDS & Professional tax.

Your appointment will be effective on your joining date i.e **8th November 2021**. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

Your employment contract will be governed by the following terms and conditions:

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We take this opportunity to thank & appreciate your decision to join SimpleSolve Technologies. You are requested to join us on or before 8th November 2021.

You are requested to report on the joining date at 10:30 a.m. Please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date.

Date: 13th October 2021

Dear **Vigneshwaran**, Congratulations

Subject:Provisional OfferLetter

With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer - Trainee**. Your annual cost to the company will be **INR 2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only). CTC includes statutory deductions, TDS & Professional tax.

Your appointment will be effective on your joining date i.e **8th November 2021**. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

Your employment contract will be governed by the following terms and conditions:

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We take this opportunity to thank & appreciate your decision to join SimpleSolve Technologies. You are requested to join us on or before **8th November 2021**.

You are requested to report on the joining date at 10:30 a.m. Please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date.



Balaji Viswanath B
Founder & CEO

4/398, Ayyanar Colony,
Sivakasi, India - 626123

+91 4562 250584
handbuiltapps@gmail.com

13th July 2021

Offer Letter

To

Ms. P. Ponmathi
Reg No: 953717104028
College: AAA College of Engineering & Technology

Dear Ponmathi,

It is with great pleasure that I am writing to you to offer you the position of **Website Developer** with HandBuiltApps Pvt Ltd. And your joining date will be (19/07/2021)

Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. Your pay during the employment will be Rs 15,000 per month

After the probation period, if your performance was satisfactory, you will be appointed as permanent employment by Adaptive.

We expect you to work for the company with utmost dedication and sincerity.

If you are happy with the terms of this letter, I would be grateful if you sign the enclosed copy and return to me.

Yours sincerely

B. Balaji Viswanath
(Founder & CEO)

I acknowledge receipt of this letter and wish to accept the offer of employment.

Sign

Date



Offer: Computer Consultancy

Ref: TCSL/DT20206528060/Chennai

Date: 09/01/2021

Ms. Porkodi Waran
160Main Bazaar,
Virudhunagar,
Virudhunagar-626001,
Tamil Nadu.
Tel# 91-9364575410

Dear Porkodi Waran,

Sub: Letter of Offer

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

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

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

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

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

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TCSL/DT20206528060

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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

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TCSL/DT20206528060

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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



13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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



including termination of traineeship/service without notice.

19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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



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

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



24. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Porkodi Waran
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

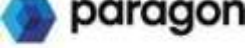
(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either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



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

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

Annexure A

		
Compensation Structure		
Name	:	Prince Shalem A
Designation	:	Process Executive
	Monthly (Rs)	Annual (Rs)
A <u>Salary - Components</u>		
Basic Salary	9,900.00	118,800.00
Statutory Bonus	825.00	9,900.00
HRA	3,275.00	39,300.00
Special Allowance	-	-
Sub Total A	14,000.00	168,000.00
B <u>Retirals & Benefits</u>		
EPF - Employer's Contribution	1,287.00	15,444.00
ESI - Employer's Contribution	455.00	5,460.00
Gratuity	483.00	5,800.00
Group Health Insurance	-	-
Group Term Life Insurance	42.00	500.00
Sub Total B	2,267.00	27,204.00
Take Home Break-up		
Gross Salary	14,000.00	
Deductions		
EPF - Employee Contribution	1,287.00	
ESI - Employee Contribution	105.00	
Net pay without TDS	12,608.00	
C <u>Variable Pay</u>		
Shift Allowance*	4,000.00	48,000.00
Food Allowance*	700.00	8,400.00
Based on the Annual Performance Review scores	-	-
Sub Total C	4,700.00	56,400.00
Cost to Company (A+B+C)	20,967.00	251,604.00

- a. Employee will be eligible for food and shift allowances according the Allowance policy of Paragon*
- b. Employee will be eligible for Bonus according the policy of Paragon
- c. Coverage of Insurance will also be applicable according the Employee Benefit policy of Paragon
- d. The above compensation is subject to complying with the requirements of company policy and law applicable from time to time.
- e. Company reserves the right to modify/amend the structure in part or full without any notice or assigning any reasons.
- f. Tax deductions applicable according to the state/central Act

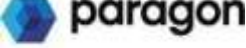
For PARAGON DIGITAL SERVICES PVT LTD

Savitha Nair
Sr Vice President-Human Resources

I acknowledge and accept the terms & conditions mentioned in the offer.

Prince Shalem A

Annexure A

		
Compensation Structure		
Name	:	Saranika A
Designation	:	Process Executive
	Monthly (Rs)	Annual (Rs)
A <u>Salary - Components</u>		
Basic Salary	9,900.00	118,800.00
Statutory Bonus	825.00	9,900.00
HRA	3,275.00	39,300.00
Special Allowance	-	-
Sub Total A	14,000.00	168,000.00
B <u>Retirals & Benefits</u>		
EPF - Employer's Contribution	1,287.00	15,444.00
ESI - Employer's Contribution	455.00	5,460.00
Gratuity	483.00	5,800.00
Group Health Insurance	-	-
Group Term Life Insurance	42.00	500.00
Sub Total B	2,267.00	27,204.00
Take Home Break-up		
Gross Salary	14,000.00	
Deductions		
EPF - Employee Contribution	1,287.00	
ESI - Employee Contribution	105.00	
Net pay without TDS	12,608.00	
C <u>Variable Pay</u>		
Shift Allowance*	4,000.00	48,000.00
Food Allowance*	700.00	8,400.00
Based on the Annual Performance Review scores	-	-
Sub Total C	4,700.00	56,400.00
Cost to Company (A+B+C)	20,967.00	251,604.00

- a. Employee will be eligible for food and shift allowances according the Allowance policy of Paragon*
- b. Employee will be eligible for Bonus according the policy of Paragon
- c. Coverage of Insurance will also be applicable according the Employee Benefit policy of Paragon
- d. The above compensation is subject to complying with the requirements of company policy and law applicable from time to time.
- e. Company reserves the right to modify/amend the structure in part or full without any notice or assigning any reasons.
- f. Tax deductions applicable according to the state/central Act

For PARAGON DIGITAL SERVICES PVT LTD

Savitha Nair
Sr Vice President-Human Resources

I acknowledge and accept the terms & conditions mentioned in the offer.

Saranika A

To,

Shri Sumugi S

36, Nadaga Salai Street,
Near vinayagar matriculation higher secondary school,
Virudhunagar district, Sivakasi - 626123

Subject: Letter of Appointment

Dear Shri Sumugi S,

With reference to the tests/interviews had with you, we are pleased to appoint you as '**OTX Author**' from **14th April 2021**.

Reporting:

You will be reporting to Key Account Manager and shall be strictly observing protocol. You will devote your whole expertise towards the completion of the given assignments and shall be faithful, sincere, diligent, and efficient to the best of your abilities, make your best efforts to use your knowledge and skill in the continuation and development of the said assignments.

Training and Probation Period:

You shall be on 6 months' probation period starting from the date of joining. You may be taken on confirmation as a regular employee upon successful completion of your Probation. Your continued employment with the Company is subject to your meeting the qualifying criteria during/and at the end of training/ probation. Your annual cost to company during the probationary period will be as per the enclosed Annexure-I and will be subject to the clauses above.

Transfer:

Your services can be transferred to any of our Group Companies/ units/ departments situated anywhere in India or abroad with or without notice or your consent. At such time, compensation applicable to a specific location will be payable to you.

You will be working towards fulfilment of given assignments at any location as decided by the company and will if need be posted at other locations belonging to the company or by the client of the company. In case of work at other sites, you will have to follow the rules and regulations prevalent at the site or as conveyed by the management.

Notice Period & Separation:

In case you wish to resign from the services of the company, you must serve a notice period of 3 months. There will be no buyout option for this mandatory notice period.

Similarly, the Company can terminate your services/trainings if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, by giving you a one month notice or salary thereof.

The option of reimbursing the company with the salary amount in lieu of the notice period is at the sole discretion of the management. In a situation wherein you resign, you shall not be issued relieving letter unless and until all the entire dues / credits are settled with our Accounts / HR department.

Notwithstanding anything hereinbefore contained, the company will be entitled to cancel this appointment and terminate your service without giving any notice or remuneration in lieu of notice or by giving one-month notice or by giving one-month remuneration whichever action the management finds suitable. Also, apart from above your service is liable to be terminated if

- 1) The management is not satisfied with your work or conduct and in this respect the resolution of the management to that effect will be conclusive.
- 2) You are guilty of any misconduct or commit any criminal offence, provided that in case of alleged misconduct you will be given an opportunity by the management or any person appointed by the management to show cause against the proposed termination.

Notwithstanding anything hereinbefore contained, you shall automatically stand retired from the company's services on attaining the age of 58 (fifty-eight) years. You shall surrender to the company all correspondences, specifications, formula, books, documents, market data, cost data, literature, CD's, drawings, records etc. owned by the company or relating to its business at least one day before your relieving date.

Agreement:

Our offer to you as '**OTX Author**' is subject to your executing the following agreements:

- Non-Disclosure Agreement
- 24 Months Agreement

In addition, whenever the organization sends you on a foreign assignment or for higher courses for technology knowledge up gradation or commits certain benefits and position in the organization, you will be required to sign a bond with the company. The terms of such a bond shall vary with every case.

Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee/trainer/consultant of any other organization/entity engaged in any form of business activity without the consent of Expert Global Solution Pvt. Ltd. The consent may be given subject to any terms and conditions the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will also be governed by the rules and regulations of the Company. The organization reserves the right for final decision on any matter related to salary, bonus, leave and policies which shall be binding on you.

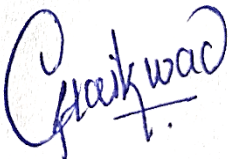
Any disputes arising out of the terms and conditions of the employment will be subject to Aurangabad Jurisdiction.

In token of your acceptance of this offer, kindly sign and return a copy at the earliest, to the HR department.

With Best Regards,
For **Expert Global Solutions Pvt.Ltd.**



Vrushali Mandape
Asst. Manager- HR & Admin



Vaishali Gaikwad
Sr. Executive – Recruitment

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

_____ **Shri Sumugi S**

Date:

Place: _____

THIS EMPLOYMENT Agreement (the “Agreement”) is entered into as of the date set forth in Article 1 (“Effective Date”) by and between Red Hat India Pvt. Ltd., (the “EMPLOYER”) having its principal address as set forth in Article 1, and the EMPLOYEE whose name and current address are set forth in Article 1 (the “EMPLOYEE”), in accordance with the following terms and conditions.

1. APPOINTMENT, DUTIES, AND EFFECTIVE DATE

The items noted in this chart are subject to the detailed terms and conditions of this Agreement.	
Address of EMPLOYER’s Principal Place of Business:	Red Hat India Pvt. Ltd. A - 201, 2nd Floor Supreme Business Park Supreme City Hiranandani Gardens Powai, Mumbai, 400076. India
Effective Date of Agreement:	Same as Start Date
EMPLOYEE’s Start Date (“Start Date”):	1 December 2021
EMPLOYEE Full Name:	Subiksha Kannan
EMPLOYEE’s Current Address:	1/317, (10), Pillayar Kovil Street, Rajiv Nagar, Aruppukottai, Virudhunagar, Tamilnadu, Pincode: 626101
EMPLOYEE Nationality and Applicable Identification Number or Passport Number:	Indian FDBPS1831J
EMPLOYEE’s Business Card Title:	Associate Technical Support Engineer
EMPLOYEE’s System Title:	Associate Technical Support Engineer.029
EMPLOYEE’s Primary Responsibilities:	<ul style="list-style-type: none"> • Provide technical support to Red Hat enterprise customers • Work with Red Hat enterprise customers across the globe on 24x7 basis that requires one to work in different shifts periodically • Diagnose problems, troubleshoot customer issues, and develop solutions to technical issues • Exceed customer expectations by providing outstanding customer service • Consult with and develop relationships with in-house engineers and developers to promote creative solutions and improve customer satisfaction • Contribute to the global Red Hat knowledge management system while working on customer issues
EMPLOYEE’s Principal Place of Work:	Pune

The items noted in this chart are subject to the detailed terms and conditions of this Agreement.	
Normal Working Hours:	9:30 am to 6:30 pm
Starting Annual Base Salary, to be paid monthly in 12 monthly installments in arrears:	INR 700,000 *see schedule B
Discretionary Variable Incentive Plan: Target % of Annual Salary or Hourly Compensation:	5%
Total Paid Vacation Days (not including public holidays):	21 days
Reporting to the person in the following position or as otherwise directed (the “Manager”) :	Esha Vig – Associate Manager, Technical Support, or other manager Red Hat may designate from time to time.
Probationary Period:	Three (3) months

- 1.1 The EMPLOYEE is appointed to the position set forth in Article 1 of this Agreement and shall report to the person in the position of Manager designated in Article 1.
- 1.2 **The EMPLOYEE’s principal place of work shall be the location noted in Article 1, or the EMPLOYER’s office city, or country noted in Article 1 unless the EMPLOYEE is working from home, in which case the work location shall be the EMPLOYEE’s home address. The EMPLOYEE’s principal place of work, if not at home, may be changed by the EMPLOYER without changing the conditions of employment to the extent allowed under applicable law.**
- 1.3 **The EMPLOYEE’s principal responsibilities shall be such as stated in Article 1.**
- 1.4 The EMPLOYEE shall commence work on the Start Date set forth in Article 1 of this Agreement, subject to all applicable work permits and visas having been obtained as applicable.
- 1.5 EMPLOYEE shall be subject to a probationary period to the extent specified in Article 1 of this Agreement. **During any such probationary period, EMPLOYEE’s employment with the EMPLOYER may be terminated** by either party at any time immediately upon one week notice to the other party. In the event of termination of the employment during this probationary period, the EMPLOYEE shall not be entitled to receive any benefits or any other forms of compensation unless required by applicable law. Subject to the successful completion of the probationary period as determined in the EMPLOYER’s absolute discretion and subject to **EMPLOYER’s** right to terminate under this Agreement and applicable law, the **EMPLOYEE’s** employment thereafter may be for an indefinite period.
- 1.6 Any prior service to Red Hat or to a Red Hat Company, if continuous and without a lapse of more than 6 months between employment contracts, will be incorporated in this agreement for purposes of seniority only to the extent applicable to any provision of this agreement.
2. **JOB RESPONSIBILITIES**
- 2.1 **The EMPLOYEE’s responsibilities set out in Article 1 are subject to the applicable EMPLOYER’S work requirements as well as policies and procedures and therefore may be amended by the EMPLOYER**

from time to time **consistent with those requirements, the EMPLOYEE's capabilities and the EMPLOYER's** expectation and goals applicable to the EMPLOYEE.

2.2 The EMPLOYEE shall perform his/her duties as well as any other assigned tasks in a good and loyal manner for the benefit of the EMPLOYER.

2.3 The EMPLOYEE may be required, without additional compensation, to travel from time to time in the countr(ies) or region(s) where he/she is generally responsible, as well as to headquarters and other facilities if needed for development, training and other business purposes.

2.4 The EMPLOYEE shall have no authority to enter into contracts or commitments on behalf of any Red Hat Company including the EMPLOYER unless such authority is provided by a general or specific authority given by the Company, is provided by express approval in writing from his/her Manager, or is otherwise expressly provided by applicable Red Hat policies and procedures. In case of doubt the EMPLOYEE must obtain written confirmation for his/her Manager to enter into such contracts or commitments

3. WORKING HOURS

3.1 The EMPLOYER's **regular working hours are set out in Article 1 with a daily unpaid break as allowed or** required under applicable law. Additional restrictions and terms shall apply as stated in the applicable work rules/policies.

4. PAYMENTS (Remuneration, Expenses)

4.1 **The EMPLOYEE's starting salary is specified in Article 1 and is subject to deductions of tax, or any other withholdings as necessary or required by applicable law. The EMPLOYEE's salary will be paid according to the EMPLOYER's customary pay procedures, modified from time to time, and in accordance with applicable law.**

4.2 The EMPLOYEE may be reimbursed for any reasonable expenses properly incurred while performing his duties, subject to approval of the EMPLOYEE's Manager and to submission of receipts in respect of such expenses in accordance with the EMPLOYER's expense policies and procedures.

4.3 The EMPLOYEE's salary and/or remuneration may be reviewed periodically at the discretion of the EMPLOYER and in accordance with applicable policies and procedures. Any increase in salary shall not create an entitlement to any future increase in remuneration.

4.4 The EMPLOYER shall be entitled at any time during the **EMPLOYEE's employment, or in any event on termination, to deduct from the EMPLOYEE's compensation hereunder any monies due from the EMPLOYEE to the EMPLOYER for any reason including but not limited to any outstanding loans, advances, relocation expenses, training costs, Payback Amounts, sums to be deducted under the EMPLOYER's car policy, if applicable, the cost of repairing any damage or loss to the EMPLOYER's property caused by the EMPLOYEE (and of recovering the same), or any such other deductions which have been agreed between the EMPLOYER and the EMPLOYEE herein, or which may be made under applicable law.**

5. ADDITIONAL EMPLOYEE INCENTIVE OR COMPENSATION OPPORTUNITIES

5.1 The EMPLOYEE is eligible to participate in the applicable EMPLOYER Plan for discretionary incentive, sales or other pay or compensation according to the EMPLOYER Plan noted in Article 1 of this Agreement (“Plan”). **Details of the applicable Plan will be made available to the EMPLOYEE after commencement of employment, and any criteria which must be agreed with the EMPLOYEE will be agreed at that time if any.** All such Plans may be amended, withdrawn or suspended at any time, and subject to the Plan terms and conditions, any payment under a Plan may not entitle the EMPLOYEE to any further right or entitlement to any such payment in the future.

5.2 A payment under any Plan shall not be considered part of salary and in no event shall be taken into account in determining any statutory payments of entitlements of any kind including mandatory pension contributions, severance entitlements or any other amounts required to be paid under applicable law.

6. BENEFITS

6.1 The EMPLOYER shall contribute to the applicable mandatory national social security and/or governmental pension scheme, and will provide such other benefits as required by mandatory applicable law.

7. VACATION/HOLIDAY

7.1 The EMPLOYEE is entitled to the total paid vacation days set out in Article 1 (“Total Paid Vacation Days”) for every 12 months of continuous service, accrued on a yearly basis according to local practice, in addition to public holidays. **Vacation is subject to the EMPLOYER’s leave policy and any other applicable policies and procedures required. The EMPLOYEE shall take into account the EMPLOYER’s legitimate business requirements before scheduling vacation leave by giving reasonable advanced notice to the EMPLOYER regarding his / her planned vacation.**

7.2 The EMPLOYEE shall not be entitled to receive payment in lieu of or carry forward any unused holiday entitlement to a subsequent year unless the EMPLOYEE has received written permission by the EMPLOYER, or except to the extent required under applicable law, in which case such entitlements if any shall apply only to the statutorily required paid holiday days and not to any excess vacation above the required mandatory days included in the Total Paid Vacation Days.

7.3 **On the termination of the EMPLOYEE’s employment, if the EMPLOYEE has exceeded his/her accrued holiday entitlement, this excess will be deducted from any sums due to the EMPLOYEE.**

8. ABSENCES

8.1 If the EMPLOYEE is unable to come to work for any reason and his absence has not previously been authorized, the EMPLOYEE must inform his Manager via email, telephone or by other applicable approved methods no later than the beginning of the first day of absence and the EMPLOYEE must keep the Manager informed of the reason for the absence and the anticipated length of the absence in accordance with applicable policies and procedures. If the EMPLOYEE is absent for over three (3) working days due to illness, he/she may be required to provide the EMPLOYER with a medical certificate, which contains adequate information regarding his medical condition and expected date of return. Employees who exhibit a pattern of short-term sickness or absences may be required to provide a medical certificate for

all absences.

8.2 **At any time during the EMPLOYEE's employment, the EMPLOYEE agrees to permit himself to be examined , at the EMPLOYER's request and expense, by any registered medical practitioner** instructed by the EMPLOYER, and shall authorize such medical practitioner to disclose to and discuss with the EMPLOYER or its medical advisor the results of such examination and any matters which arise from it, to the extent permitted by applicable law, **in order that the EMPLOYER's medical advisor can notify the EMPLOYER** of any matters which, in his or her opinion, might hinder or prevent the EMPLOYEE (if during a period of incapacity) from returning to work for any period or (in other circumstances) from efficiently performing any duties of his employment at the time.

9. COMPLIANCE POLICIES AND PROCEDURES: DISCIPLINARY PROCEDURES

9.1 **The EMPLOYEE agrees to comply in full at all times with the EMPLOYER's and Red Hat's applicable policies and procedures** including Red Hat's Code of Conduct, which the EMPLOYEE has an ongoing duty to review, and to report any violations thereof. The policies and procedures may be found on the **EMPLOYER's Red Hat intranet.**

9.2 The EMPLOYER reserves the right from time to time and in its discretion to amend or change its policies and procedures applicable to the workplace, which do not form part of this Agreement, except and unless such policies are specifically noted in this Agreement.

9.3 The EMPLOYEE is subject to applicable EMPLOYER disciplinary procedures in force from time to time, which incorporate applicable statutory disciplinary and dismissal procedures. To the extent that the procedures conflict in any manner with applicable law, then mandatory requirements of law shall apply to such procedures. Any grievance may be raised with the EMPLOYEE's Manager and escalated as appropriate according to applicable procedures in force at the time.

9.4 The EMPLOYER shall have the option to suspend the EMPLOYEE on full pay and benefits pending any investigation into potential dishonesty, gross misconduct or other circumstances which (if proved) would entitle the EMPLOYER to dismiss the EMPLOYEE summarily.

10. PERSONAL DATA

10.1 The EMPLOYER collects and processes EMPLOYEE personal information (including sensitive data such as medical data) to administer human resource and benefits programs, to aid in compliance with government and regulatory compliance activities, and for other business purposes that require the transfer of personal information with Red Hat Companies, third party business partners, and customers. The personal information that is collected and processed by the EMPLOYER may also need to be shared with other Red Hat Companies or with third party service providers (including, but not limited to, payroll **administrators and benefits providers) in and outside the EMPLOYEE's country of employment including** in the United States and in other countries. The EMPLOYER will take reasonable measures to keep the **EMPLOYEE's personal information private, confidential, accurate and secure.** The EMPLOYEE can get more details about access and use of their personal information, and request to correct or update that information by contacting the local Red Hat Human Resources department.

10.2 By signing this Agreement, the EMPLOYEE explicitly acknowledges that he has been given notice that

personal information may be collected, processed and distributed to other Red Hat Companies or third party providers in the manner described above and that the EMPLOYEE agrees to such collection, processing and use.

11. NON-COMPETITION RESTRICTIONS

11.1 The EMPLOYEE agrees that he shall not (without the prior consent in writing of the EMPLOYER) during employment, and for a period of 12 months immediately following the Termination Date (the “**Restricted Period**”) **directly or indirectly be employed by, or be engaged in, or perform services in respect of, or be otherwise concerned with, any business or undertaking which competes with any Red Hat business in any manner within the country of employment or the Place of Work noted in Article 1, whether on the EMPLOYEE’s own behalf or in conjunction with or on behalf of any other person, firm, company or other organization, (and whether as an EMPLOYEE, director, principal, agent, consultant or in any other capacity).**

11.2 The EMPLOYEE also agrees that during his employment and the Restricted Period he will not in any manner as set out in the preceding paragraph directly or indirectly solicit, assist in soliciting, or deal with in any manner, in competition with any Red Hat Company, the custom or business of any person who is or was a Red Hat Customer or Prospective Customer; nor will he during the same Restricted Period accept any work of any kind with such persons provided in either case that the Customer or Prospective Customer is a person with whom the EMPLOYEE had material dealings in the course of his/her Employment, or whose relationship with the EMPLOYER or any Red Hat Company the EMPLOYEE has assisted in developing during that same period.

12. OTHER RESTRICTICE COVENANTS

12.1 The EMPLOYEE also agrees that during his employment and the Restricted Period he will not, whether on his own behalf or in conjunction with or on behalf of any other person, company, business entity or other organization (and whether as an EMPLOYEE, director, agent, principal, consultant or in any other capacity whatsoever) directly or indirectly induce, solicit, entice or procure any person who is a **Restricted EMPLOYEE to leave the EMPLOYER's or any Red Hat Company’s employment or to accept employment with or provide services to any other person.**

13. CONFLICTS OF INTEREST

13.1 During the period of employment, the EMPLOYEE shall devote his best efforts during working hours to **Red Hat’s business, and otherwise he/she shall neither pursue any** business opportunity outside of Red Hat nor take any position with or assist any organization or person other than with Red Hat which is, or may be in conflict with, or risk injury to Red Hat or any Red Hat Company, without the prior written approval of the EMPLOYER.

13.2 Following employment, the EMPLOYEE acknowledges and agrees that he/she will also refrain from any action that might intentionally interfere with any advantageous business relationship between any Red Hat Company and its Customers, Prospective Customers, Suppliers or Partners, or any similar actions **disruptive of Red Hat’s business which is contrary to applicable law.**

14. INTELLECTUAL PROPERTY

- 14.1 The parties foresee that the EMPLOYEE may make, discover or create Intellectual Property (as hereinafter **defined**) in the course of the EMPLOYEE's duties under this Agreement and agree that the EMPLOYEE has the special obligation to further the interests of Red Hat in this regard. "Intellectual Property" for purposes of this Agreement includes any work of authorship, work product, invention, modification, discovery, design, development, improvement, process, code, software program, documentation, formula, data, database, technique, know-how, trade secret or intellectual property right whatsoever or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes) or subject to analogous protection as property.
- 14.2 If at any time during his employment the EMPLOYEE (either alone or with others) makes, conceives, creates, **discovers, invents or reduces to practice any Intellectual Property that relates to Red Hat's** business; results from tasks assigned to him by Red Hat; results from the use of any Red Hat facilities, premises, or property (whether tangible or intangible) owned, leased or contracted for by any Red Hat Company; or is a result of the EMPLOYEE's participation in activities in competition with Red Hat including breach of the non-competition undertakings in this Agreement, then the EMPLOYEE shall immediately disclose the full details of the Intellectual Property to the EMPLOYER and the Intellectual Property shall be deemed to be the absolute property of the EMPLOYER or the Red Hat Company designated by the EMPLOYER, or of the third party designated by Red Hat whose intellectual property was exploited in making the Intellectual Property, as the case may be.
- 14.3 **At the EMPLOYER's request, the EMPLOYEE shall give and supply all information, data, drawings and** assistance as may be required to enable the EMPLOYER or any Red Hat Company to exploit the Intellectual Property to the best advantage, or to protect the Intellectual Property on behalf of the third party owner, if applicable, and shall execute any and all documents and do all things which may be necessary or desirable for obtaining patent or other protection for the Intellectual Property in such parts of the world as may be specified by the EMPLOYER and for vesting the same in the EMPLOYER or any Red Hat Company or any other third person as the EMPLOYER may direct, or for protecting and prosecuting such interests in any manner including in any registration or opposition procedure or contentious proceeding of any kind.
- 14.4 To the extent that the EMPLOYEE fails for any reason to execute or authorize any documents required for this purpose, the EMPLOYEE hereby irrevocably authorizes and appoints the EMPLOYER or its designee as its attorney-in-fact to approve and execute such documents for such purposes.
- 14.5 The EMPLOYEE shall assign all rights (including, but not limited to, rights to inventions, patentable subject matter, copyrights and trademarks) he may have or may acquire in the Intellectual Property, and all benefits and/or rights resulting therefrom to the EMPLOYER or to the designated Red Hat Company or its assigns and shall communicate, without cost or delay, and without disclosing to others the same, all available information relating thereto (with all necessary plans and models) to the EMPLOYER or to the designated Red Hat Company. No compensation shall be due therefore except to the extent required under applicable law.
- 14.6 Any Intellectual Property which the EMPLOYEE claims was created independently of Red Hat prior to his employment by the EMPLOYER is specifically identified in the Schedule of Inventions attached hereto as **Schedule A and incorporated herein ("EMPLOYEE-Owned Intellectual Property")**. If the EMPLOYEE does not complete and sign Schedule A, the EMPLOYEE represents that there is no such EMPLOYEE-owned

Intellectual Property.

15. CONFIDENTIAL INFORMATION

15.1 The EMPLOYEE hereby acknowledges that, during the EMPLOYEE's employment with the EMPLOYER and during the applicable term of this Agreement, the EMPLOYEE will acquire knowledge and information with respect to the EMPLOYER or other Red Hat Companies and their respective business or activities, including but not limited to information concerning their products, projects, services, and current and prospective customers and suppliers, and the pricing, business and business operations and methods, and/or technical information (including but not limited to, design specifications, instructions, trade secrets know-how and other Intellectual Property of Red Hat, and also of its customers, suppliers and other third parties with whom Red Hat does business) (collectively, the "Confidential Information"). Any and all Confidential Information shall be deemed proprietary and confidential to the EMPLOYER and Red Hat and/or to the third parties with whom it does business, and the EMPLOYEE shall not at any time during or after the term of his employment directly or indirectly without the EMPLOYER's express written permission:

- i. use or exploit in any manner except where specifically permitted by the EMPLOYER any of the Confidential Information for his benefit or for the benefit of any other person including any individual, company, corporation, partnership, joint venture, firm, trust, association, state or governmental agency or department or other entity (each a "Person"); or
- ii. disclose any of the Confidential Information to any Person except to the extent necessary to carry out the EMPLOYEE's duties under this Agreement during its term.

15.2 The obligations of this Article including confidentiality, non-use and non-disclosure shall not apply to information which the EMPLOYEE can demonstrate:

- i. was in his possession before commencement of employment through lawful means not resulting from an unauthorized disclosure or use;
- ii. consists of Open Source Intellectual Property Rights;
- iii. is otherwise in the public domain; or has come into the public domain after the termination of the **EMPLOYEE's employment other than by way of unauthorized disclosure or use ; or**
- iv. which is compelled to be disclosed by a governmental or court order, provided that the EMPLOYEE shall be obliged to provide the EMPLOYER with advance notice of any such order to enable it to apply to protect its interest in non-disclosure of any such Confidential Information.

15.3 Regardless of whether such information remains confidential and subject to non-disclosure obligations, nothing in this Agreement shall permit the EMPLOYEE to exploit any Intellectual Property of the EMPLOYER or of any Red Hat Company or that of third parties to which the EMPLOYEE gained access during his or her employment without the EMPLOYER'S express written permission.

16. TERMINATION

- 16.1 **The EMPLOYEE's employment may be terminated and the EMPLOYER will not be required to make any payments thereafter, subject only to mandatory applicable law, according to the following:**
- i. **by the EMPLOYEE giving the EMPLOYER a minimum one month's prior written notice; and**
 - ii. by the EMPLOYER:
 - a. **on giving the EMPLOYEE one month's prior written notice, or**
 - b. immediately and without notice for material breach of this Agreement or on any such other grounds as may be allowed by applicable law.
- 16.2 During any period of notice of termination of employment or part thereof, the EMPLOYER may require the EMPLOYEE to take a paid leave of absence, during which period all terms of employment and duties of this Agreement remain in force subject to the duty that the EMPLOYEE shall not and will not have the right to physically or actively attend the place of work nor shall the EMPLOYEE carry out his work.
- 16.3 The EMPLOYER also reserves the right to terminate this Agreement without notice, or with pay in lieu of notice, subject to applicable law, if the EMPLOYEE has not obtained required working papers for the position or met other requirements for employment under applicable law in the place of employment.
- 16.4 **The parties agree that the EMPLOYEE's employment with the EMPLOYER will terminate automatically when the EMPLOYEE reaches the legal age of retirement at the time of retirement, which will be the EMPLOYER's normal retirement age.**
- 16.5 The EMPLOYEE's employment will come to an end if the EMPLOYEE fails to report for work for three consecutive days without the EMPLOYER's consent or without notifying the EMPLOYER.
- 16.6 **On termination of the EMPLOYEE's employment, the EMPLOYEE must immediately return to the EMPLOYER in accordance with its instructions all Red Hat property of any kind including equipment, correspondence, records, specifications, laptops, mobile telephones, software, disks, company car, keys, credit cards, equipment and passes and pass codes models, notes, reports and other documents and information (including any Confidential Information) and any copies thereof in any form or format, electronic or otherwise, and any other property belonging to the EMPLOYER, any Red Hat Company or any third party doing business with Red Hat. The EMPLOYEE must, if so required by the EMPLOYER, confirm in writing that the EMPLOYEE has complied with their obligations under this Article.**

17. WARRANTY AND UNDERTAKING: REMEDIES

- 17.1 The EMPLOYEE represents and warrants as a specific condition of this Agreement that the EMPLOYEE has no restrictions or prohibitions that would prevent the EMPLOYEE from working for the EMPLOYER in the position hired, including that he is not subject to any agreements with previous employers including confidentiality or non-compete agreements that conflict with his obligations to the EMPLOYER.
- 17.2 The EMPLOYEE acknowledges that the EMPLOYEE's services are unique and personal and accordingly the EMPLOYEE may not assign the EMPLOYEE's rights or delegate the EMPLOYEE's duties or obligations under this Agreement.

- 17.3 The EMPLOYER's rights and obligations shall be binding upon and inure to the benefit of the EMPLOYER and may be assigned to any Red Hat Company.
- 17.4 The EMPLOYEE understands and agrees that breach of this Agreement including specifically the provisions regarding non-competition, restrictive covenants, Intellectual Property and Confidential Information may not be adequately compensated by damages and that therefore the EMPLOYEE agrees that in the event of a breach or threatened breach by the EMPLOYEE, the EMPLOYER or any Red Hat Company may bring an action for injunctive relief or specific enforcement of these responsibilities without posting bond or the need to prove specific damages and without prejudice to any other rights including for damages which they may have against the EMPLOYEE.
18. COMPLIANCE WITH LAW/FOREIGN CORRUPT PRACTICES ACT/EXPORT CONTROLS
- 18.1 The EMPLOYEE agrees to comply with all applicable laws, regulations, and governmental orders now or hereafter in effect, relating to his employment or conduct in the workplace or to his duties as an EMPLOYEE
- 18.2 The EMPLOYEE confirms that he or she has read and understood the provisions of the United States **Foreign Corrupt Practices Act ("FCPA") prohibiting foreign bribery and improper payments and agrees** to fully comply with the FCPA or, in the alternative, he has read, understands, and fully agrees with Article 18.3 of this Agreement.
- 18.3 Without limiting the generality of the foregoing, the EMPLOYEE represents and warrants that he or she has not, and shall not at any time during employment with the EMPLOYER individually or with others pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair **advantage, in connection with the EMPLOYER's business.**
- 18.4 The EMPLOYEE acknowledges that the EMPLOYER's products, and all technical data pertaining to those products, are subject to export controls under the laws and regulations of the country of employment and of the United States, including the U.S. Export Administration Regulations, 15 C.F.R. Parts 730-774. While employed by the EMPLOYER the EMPLOYEE shall comply strictly with all such export controls, and, without limiting the generality of this Article, the EMPLOYEE shall not directly or indirectly export, re-export, transfer or divert, or assist in such actions with respect to any of the EMPLOYER's products, and technical data pertaining to such EMPLOYER's products, or any product thereof to any destination, end-use or end-user that is prohibited or restricted under either local applicable or United States export control laws and regulations, except as specifically authorized by the United States Department of Commerce and by the EMPLOYER.
- 18.5 **The EMPLOYEE's obligations under this Article shall survive the expiration or termination of this Agreement.**
19. CONSTRUCTION; DEFINITIONS

- 19.1 Unless the context requires otherwise, words importing the singular include the plural and vice versa and words importing a gender include every gender.
- 19.2 "Control" means having the right to control the activities of a company through exercise of the majority of the voting rights in the company concerned directly or indirectly or in concert with other parties through voting.
- 19.3 "Customer" means any person including any firm, company or other organisation whatsoever to whom any Red Hat Company supplied goods or services in the 12 months immediately preceding the Termination Date.
- 19.4 **"EMPLOYER" shall include the EMPLOYER'S successors and assigns.**
- 19.5 **"Open Source Intellectual Property Rights" means information licensed under an Open Source License (as defined by the Open Source Initiative currently at www.opensource.org).**
- 19.6 **"Partner" means any person with whom any Red Hat Company has a business arrangement for development, manufacturing, sale or distribution of any Red Hat products or services other than a Customer or Supplier.**
- 19.7 "Prospective Customer" means any person, firm, company or other organisation whatsoever to whom any Red Hat Company has had any negotiations or material discussions regarding the possible supply of goods or services during the 12 months immediately preceding the Termination Date.
- 19.8 **"Red Hat" means all Red Hat Companies collectively as a group including any Red Hat Company.**
- 19.9 **"Red Hat business" for purposes of this Agreement means the business of any Red Hat Company, including researching, developing, installing, maintaining, servicing, improving and providing training for any open source software and related and compatible products and services for business or personal use, whether conducted by any Red Hat Company or Partner in conjunction with Red Hat, as occurring during the EMPLOYEE's term of employment or in any subsequent period relevant to this Agreement.**
- 19.10 **"Red Hat Company" or "Red Hat Companies" means any firm, company, corporation or other organization which is owned or controlled directly or indirectly by Red Hat, Inc of Raleigh, North Carolina.**
- 19.11 "Restricted EMPLOYEE means any person who was employed by the EMPLOYER or by any Red Hat Company, for at least 12 months prior to and on the Termination Date and with whom the EMPLOYEE has had material dealings in performing their duties of employment; or who because his or her knowledge of the Red Hat business or access to Red Hat Confidential Information could materially damage or threaten the interests of any Red Hat Company during the Restricted Period if he become employed in any competing business.
- 19.12 "Supplier" means any person, company, business entity or other organization whatsoever who (i) has supplied goods or services to a Red Hat Company during any part of the 12 months immediately preceding the Termination Date or agreed during such period to supply such goods; or (ii) as at the Termination Date, supplies goods or services to a Red Hat Company under an exclusive contract or arrangement

between that Supplier and the Red Hat Company.

19.13 **"Termination Date" means the date on which the EMPLOYEE's employment terminates.**

20. GOVERNING LAW

20.1 This Agreement is governed by, and is to be construed and enforced in accordance with the laws of India.

21. ENTIRE AGREEMENT

21.1 This Agreement constitutes the whole agreement between the parties concerning the subject matter hereof and supersedes any previous agreements, arrangements or understandings between them **relating to the EMPLOYEE's employment by or services to any Red Hat Company. Each of the parties** acknowledges that it is not entering into this Agreement relying on any statements, warranties or representations given or made by any of them relating to the subject matter hereof, save as expressly set out herein.

21.2 Any variation of the remuneration payable to the EMPLOYEE hereunder made by consent of the parties shall not constitute a new Agreement but (subject to any express agreement to the contrary) the employment of the EMPLOYEE hereunder shall continue subject in all respects to the terms and conditions of this Agreement with such variation.

22. LANGUAGE

22.1 This Agreement is made in the English language which the EMPLOYEE understands. In the event any translation is required for any official purposes or if the EMPLOYEE is not familiar with English, an official translation of the Agreement in local language may be executed. In the event of any discrepancy between the English version and the non-English language version, the English version shall prevail for all purposes to the maximum extent allowed under applicable law.

23. MISCELLANEOUS

23.1 If any provision is held to be invalid, illegal or unenforceable by any court of competent jurisdiction then such invalidity, illegality or unenforceability will not affect the validity or enforceability of the remaining provisions or sub-provisions or identifiable parts thereof in this Agreement.

23.2 If any restriction on the EMPLOYEE in this Agreement is adjudged to be unreasonable or overbroad for **the protection of the EMPLOYER's legitimate interests so as to be unenforceable** or void, but would be valid if the scope of any such restriction is modified or reduced part of the wording thereof were deleted, then the EMPLOYEE agrees that the restriction shall be subject to modification by the EMPLOYER in any dispute, and the restriction shall apply with such modifications as may be necessary to make it valid and effective.

23.3 Article headings are inserted for convenience only and will not affect the construction of this Agreement.

23.4 Unless the context requires otherwise, words importing the singular include the plural and vice versa and words importing a gender include every gender.

- 23.5 The waiver of a breach of any term or condition of this Agreement by the EMPLOYER shall not be valid unless signed in writing and in any event shall not be deemed to constitute the waiver of any other part of or condition unless expressly included in the written waiver.
- 23.6 Any undertaking of the EMPLOYEE hereunder which is made for the benefit of any Red Hat Company may be enforced directly by such company, which may also enforce any rights directly against the EMPLOYEE for any damage caused to it by breach of this Agreement or any other unauthorized actions of the EMPLOYEE.
- 23.7 Any notice required hereunder or by law if not delivered personally may be given by fax, e-mail, registered mail or by private courier, if evidenced by proof of delivery to: the EMPLOYER's principal place of business to the attention of the EMPLOYEE's Manager, if to the EMPLOYER; or to the EMPLOYEE's last coordinates of record on file with the EMPLOYER, if to the EMPLOYEE.
- 23.8 The EMPLOYEE's obligations under this Article and Articles 11, 12, 13.2, 14, and 15 of this Agreement shall survive the expiration or termination of this Agreement.
24. UNILATERAL AMENDMENTS
- 24.1 In the event of a change in the EMPLOYER's business or economic circumstances, or the organisation of its business activities, the EMPLOYER is authorised to unilaterally amend the present contract in consultation with the EMPLOYEE to the extent permitted by applicable law.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

SIGNATURE PAGE

Each of the parties has read, approved and agreed to this Agreement.

This Agreement shall be executed in duplicate with copies exchanged if original.

This Agreement shall be deemed effective on the Effective Date when returned by the EMPLOYEE by the Offer Return Date and duly executed by both parties as specified in Article 1 of this Agreement.

EMPLOYEE:

Red Hat India Private Limited
Duly Authorized Representative:

Name: _____

Name: Vandana Vaddan

Title: Director

DocuSigned by:
Subiksha Kannan
D5AE2FD17C6746B...
(Signature Line)

DocuSigned by:
Vandana Vaddan
05CA11A6D1CB4B7...
(Signature Line)

Date: _____

Date: _____

SCHEDULE A
INVENTIONS OR INTELLECTUAL PROPERTY WHICH ARE CLAIMED BY EMPLOYEE AND EXIST AS OF THE
EFFECTIVE DATE OF EMPLOYMENT

INVENTION OR INTELLECTUAL PROPERTY RIGHTS

DATE OF INVENTION

Name: _____

Date: _____

EMPLOYEE:

DocuSigned by:
Subiksia kannan
D5AE2FD17C6746B...

(SIGNATURE LINE)

SCHEDULE B
COMPENSATION BREAK-UP

Annexure		
Gross Annual Compensation		
Name : Subiksha Kannan		
Salary heads	Annual	Monthly
FIXED SALARY		
Basic Pay	280000	23333
HRA	140000	11667
Conveyance Allowance	19200	1600
Special Allowance	184200	15350
Medical Reimbursement	15000	1250
LTA	28000	2333
STATUTORIES		
Employer Provident Fund**	33600	2800
Total	700000	58333
ANNUAL SALARY	700000	
Take Home Computation		
Gross Earnings	700000	58333
Less Employer's Contribution to PF	33600	2800
Less Employee's Contribution to PF	33600	2800
Net Earnings/Take Home Pay (Pre-Tax)*	632800	52733
* Take home per month after PF deductions		

LETTER OF INTENT HCL TSS TRAINING PROGRAM

Date :24/11/2021

ADMISSION TO HCL TSS Training Program

REFERENCE ID:- HCL/TSS-M/1121/023

Registration No. HCLFC448590

Dear Sivasakthi C

**1/101,Nadar street, Thonugal, Virudhunagar district ,
Virudhunagar, Tamil Nadu, 626104**

HCL Training & Staffing Services Pvt Ltd, (hereinafter referred to as Company) is pleased to offer you an admission into the **the 6 months Training Program** commencing on **29/11/2021** at the nearest HCL office or in Virtual mode.

The **6 months** training program comprises Classroom Training that involves job-readiness skills training. Owing to the current circumstances, training may be imparted throughonline mode or physical mode as per the conditions or Government guidelines..

Enrolment to the Training Program is subject to the terms and condition as laid down below:

a) The program fee of **INR 1,77,000 /*- (Program fee Rs. 1,50,000/- + Rs. 27,000/- tax)** is required to be deposited as per one of the below payment modes

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000
Payment Option 2: Bank Loan	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Sanction letter and loan disbursement by Bank (within day 15 of CRT)	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000

- Once the bank approves the loan of the candidate, the sanction letter is to be submitted.
- In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 15 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded.

b) Please note that this admission offer is provisional and subject to payment of full Training Program fee, verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.

HCL TRAINING & STAFFING SERVICES PVT. LTD.

Corporate Identity Number: U74140DL2015PTC281555

Registered Office: 806, Siddharth, 96, Nehru Place, New Delhi-110019, India.

T +91 11 26444812, 26282779

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c) In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.

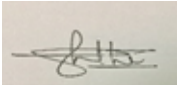
d) Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank in case bank loan is availed, your admission would stand revoked without any prior notice.

You are requested to confirm acceptance of this offer by completing the enclosed Acceptance Note and emailing it to us at engofferletter@hcl.com within **3 working days** of the receipt of this letter/communication.

For Further Clarifications kindly visit : www.hclfirstcareers.com

The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1**.

Welcome to HCL TSS!



Srimathi Shivashankar

Program Director



Annexure I

The details of this Admission Offer are as given below:

1. Program Name, Location and Batch

- You are offered admission to the HCL TSS Training Program.
- The program is being offered at the nearest HCL office or in Virtual mode. Owing to the current circumstances the programme would be conducted in Online mode, though you may be required to report to the Training Centre as and when required by the Company.

2. Training Program Structure, Curriculum

- The program is an employment readiness program consisting of classroom sessions, practice labs, online learning, assignments, projects, assessments and incidental training components.
- The program is an intensive one and would require you to adhere to training schedules on a regular basis. You are expected to adhere to training timings of HCL TSS.
- The curriculum of the program shall include, but is not limited to, content and activities designed to develop technical, professional and communication skills relevant for entry level roles
- These skills shall be delivered through various methods including classroom sessions, field work, practice labs, e-learning, assignments, projects and assessments.

3. Program Completion Criteria

To successfully complete the program, the following criteria must be met:

- a. Maintain full attendance for all training components during the entire duration of the program; exceptions to this requirement will be made solely at the discretion of the Company and only in cases of illness and/or emergencies.
- b. Complete and submit all coursework, assignments and projects on time with strict adherence to quality standards as defined by HCL TSS.
- c. Must strictly adhere to the Code of Business Ethics and Professional Conduct as prescribed by the company.
- d. Attain a passing grade in all exams & assessments as per the criteria defined by the Company during the Classroom Training and Professional Practice Term.
- e. Detailed success criteria of each element of the program will be shared with the candidate at the induction session on joining the program. Passing criterion is defined by the Company and is subject to change from time to time at the sole discretion of the Company.
- f. On successful completion of the Training Program, an internal Certification of Program Completion will be provided to the Candidate.

In case a candidate is unable to complete the program successfully due to non-compliance to any of the above mentioned program completion criteria **(points a to f)** above he/she is liable to be released from the program and may be considered for a refund of fees paid as per the standard Refund guidelines of the Company.

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• **Training Program Fees, Payment schedule and Payment process**

The following payment modes are enabled for the candidates

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000
Payment Option 2: Bank Loan	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Sanction letter and loan disbursement by Bank (within day 15 of CRT)	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000

Please note that candidate has to confirm the payment mode at the time of offer acceptance and adhere to the same

Once the bank approves the loan of the candidate, the sanction letter is to be submitted.

In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 15 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded

Admission is offered on a first come first served basis. **You are therefore requested to make the payment of Initial Fee within 3 days of receiving the offer of admission.**

Self-payment can be done through Online payment feature available at the Students dashboard on the link www.hclfirstcareers.com. Kindly use the link which you would have received to your personal mail id, during registration process on this site.

You are requested to connect with engofferletter@hcl.com and call the HCL TSS **recruitment counsellor** @ 9787422835 for any support

5. Documentation Validation and Admission Confirmation

You have been found eligible for enrolling under this program, based on the information provided by you, your scores in our admission test and personal discussions with you as part of our admission process.

The offer is provisional and subject to verification of your academic & professional documents and authentication of the accuracy and correctness of information provided by you in your application form.

In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.

Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank, in case bank loan is availed, your admission would stand revoked without any prior notice.

Please ensure that you submit the following documents (scanned copies of Original for verification purposes, as well as self-attested photocopies for submission)

- Signed Copy of the Offer Letter, Acceptance Letter and the Declaration Form (all pages)
- Proof of payment of **INR 35,400** paid for seat confirmation
- Bank Loan Sanction letter / NEFT advice / Original DD for balance program fee **INR 1,41,600**
- Class X Mark Sheet & Passing Certificate (1 Scanned copy)
- Class XII Mark Sheet & Passing Certificate (1 Scanned copy)
- Graduation Mark Sheet(s) & Degree/ Provisional (1 Scanned copy)
- Birth Certificate/ 10th Certificate (1 Scanned copy)
- Govt. Photo ID Proof (PAN CARD/Voter ID/Driving License/ Passport)(1 Scanned copy)
- Photocopy of Passport first and last pages (1 Scanned copy)
- Photocopy of Pan Card (1 Scanned copy)
- Aadhar Card (1 Scanned copy)
- Passport Size Photographs (White Background) of Self
- Latest CV with embedded passport-size photograph

6. Employment Opportunities after successful Program completion

The Company understands the requirement of enriching you with relevant experience and amass greater skill & knowledge, the benefit of which can be used in your future employment, in India or anywhere across globe.

In this regard, the Company, after successful completion of the classroom training program, will afford you with an opportunity to enrol yourself for with one of our preferred partner named HCL Technologies Ltd (HCLT) for hands on Specialized Training program for a period of 4 months, which will be governed by HCLTs terms and conditions. HCLT is a leading IT company which provides various services such as software-led IT Solutions, Remote infrastructure management, Research and development, and Business Process outsourcing (BPO) services worldwide

The said *hands on Specialized Training* will be imparted by HCLT on No Charge basis, wherein you will not be charged any fees/consideration. HCLT at its own expenditure and cost will make all the arrangements for the said training and will reimburse an amount of INR **3,750** per month during the training towards your out of pocket expenses. The training will aim at your holistic development and multi-dimensional professional growth with the objective of enhancing your career prospects with complete focus on development of overall personality, productivity and competence.

On successful completion of the said *hands on Specialized Training*, you will be afforded an opportunity to join HCLT or any of its group companies as Analyst, with a starting CTC of **INR 2.75**lacs per annum, including salary and all benefits.

7. Medical and Life Insurance Coverage

The selected Candidates would be automatically covered under a Hospitalization Insurance, Term Life Insurance and Personal Accident Insurance Policies which will be valid for the duration of their program. Benefits are provided as per the prescribed guidelines of the Company.

8. Cancellation and Withdrawal of Admission, Voluntary withdrawal by Candidates

- The Company reserves the right to cancel and/or withdraw the admission offer to a candidate at any stage during the Program under any one or more of the following conditions:
 - If the candidate is found to have misrepresented information pertaining to the admission criteria such as marks, qualifications, degrees, work experience, certifications including, but not limited to, documents provided and the application form.
 - If the candidate fails to pay the Program fees as per the timelines defined in point 4 above.
 - If the candidate is found to have committed an act of indiscipline, misbehaviour and non-compliance with the rules of the Company.
 - If the candidate fails, at any stage to fulfil the success criteria for the program as detailed in point 3 above.
- The candidate may withdraw from the program voluntarily at any time during the course of the program by providing a written request to the Company.
- In all cases, whether the cancellation is initiated by the Company for reasons stated above or by the candidate voluntarily, the Company clarifies that the standard refund guidelines shall be applicable.

9. Relationship

It is hereby stated and made clear that during the entire period of training, the relationship between parties shall be that of teacher and student and in no case would the candidate deem to be an employee of HCL TSS and no relationship of employer-employee can be deemed to exist anytime during the training period.

10. Declaration Form

It is hereby stated and made clear that the recitals contained in the Declaration form, signed voluntarily by you is an integral part of this present offer to you.

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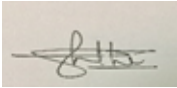
11. Alteration, Modification of program and Force Majeure events

Week one of the program consists of Registration, Documentation & Induction post which the 6 months of Training starts.

The Company retains the right to alter the content and duration of the program as required by its faculty or clients and also any such changes caused by circumstances which are unforeseen and beyond its control. The Company commits to ensure that the content and quality of the program is not compromised or diluted by such changes. Additionally, the program duration may change for candidates under circumstances of personal exigencies which are unforeseen and beyond the companys control. The obligation for adherence to the **6 month** duration of training program may cease to exist under such circumstances.

You are requested to confirm acceptance of this offer by completing the enclosed Acceptance Note format and emailing it to us at engofferletter@hcl.com within 3 working days of the receipt of this communication. Please remember to quote the reference number mentioned above in all your correspondence with us.

Welcome to HCL TSS!



Srimathi Shivashankar

Program Director

HCL TRAINING & STAFFING SERVICES PVT. LTD.

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ACCEPTANCE NOTE

I, hereby accept the offer of admission to the Training Program, as detailed in the Admission Offer Letter dated _____ offered by HCL Training & Staffing Services Private Limited with

Reference Number **HCL/TSS-M/1121/023**

Signature _____

Name of the Candidate _____

Name of the parent(s) _____

Permanent Address _____

Email ID: _____

Land Phone: _____

Mobile: _____

HCL

DECLARATION

I, _____, do hereby, on my own volition, state that I have understood the contents hereof and further declare that I meet the criteria prescribed, for being a part of the HCL TSS Training program, offered by HCL Training & Staffing Services Pvt. Ltd. (hereinafter referred as Company), declare and affirm as under:

1. That I have gone through the Offer of Admission along with the terms and conditions, governing this Program, and have understood the contents thereof. I undertake to comply with all the terms and conditions, diligently, shared by the Company from time to time.
2. I understand that I have been offered admission on the basis that the particulars furnished by me in my application, resume or any other document, relating to my qualification/ marks obtained, are factually correct. If, at any time, before or after the start/commencement of the Program, it transpires/ comes to the notice or brought to the knowledge of Company that I/undersigned have made a false/incorrect statement or have not disclosed a material fact or have suppressed some facts, sought from undersigned, which persuaded the authority to admit me for the program, my admission shall be rendered illegal and will be liable to be cancelled forthwith, without seeking any explanation or clarification. I also understand that in such an event, the full fee deposited by me will be forfeited and may not be refunded and I will not be considered for any certifications provided by the Company.
3. I understand that my personal data may be shared by the Company with financing agencies in case I opt to apply for the financial assistance.
4. I have passed my graduation an Engineer (i.e. B.E/B. Tech) or post-graduation in MCA, MS, MSc (IT or C.S.E) with greater than or equal to 65% marks and I have secured greater than or equal to 65% marks throughout my academic career.
5. I understand that in case there is a delay in my university result due to COVID-19, and the training begins before the final result is declared, my admission shall be subject to my final scores meeting the minimum eligibility criteria. In case I fail to do the same, I understand that my admission stands revoked.
6. I undertake that I will submit the graduation final year / semester exam marksheet, within 15 days of declaration of results and in case of failure to submit the same within 45 days from start of Classroom training, for purpose of Company records and to the bank in case bank loan is availed, the admission will stand revoked without any prior notice.
7. I understand that it is a **6-month** long program. The classroom training of this program will be conducted at the nearest HCL office or in Virtual mode. Owing to the current circumstances training may be imparted throughonline mode or physical mode as per the conditions.
8. I understand that I'm required to arrange the IT Assets required and use the same for the Training Program. In such case, a laptop /desktop with 8 GB RAM, HDD (Hard disk Drive) of 320 or 500 GB, i5 or i7 Processor loaded with Company prescribed Software and Anti-virus requirements, a webcam and data card/Internet connection with 4 MBPS speed are essential prerequisites for undertaking the program.
9. I understand and agree that decision on allocation of specialization tracks will be the sole prerogative of the Company.

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10. I am expected to clear the final examination and to meet all the set performance evaluation criteria, as may be prescribed by the Company from time to time, before I could be declared successful candidate from the HCL TSS Training Program. I hereby agree and understand that if I don't clear either the final examination or the evaluation criteria, I will be declared unsuccessful in the Program. I further understand that the fee deposited by me may stand forfeited automatically and I will not be considered for any certifications to be provided by the Company.

11. I understand and agree that in case I decide to leave the program in the midst of the academic session of the HCL TSS Training Program, the fee deposited by me may be forfeited and I will not be considered for any certifications provided by the Company.

12. I understand and agree that my admission to the program shall come to an end automatically and with immediate effect, without any prior notice in case I am found to have indulged in activities including but not limited to dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or any form of indiscipline or non-adherence. I am aware that in case my admission gets annulled due to said reasons, the full fee deposited will be forfeited and would not be refunded and I will not be considered for any certification from HCL.

13. I understand that my admission to the Program can be cancelled/terminated in case of short attendance, on account of having played truant, and on disciplinary issues.

14. I understand that in case I voluntarily exit the program I shall not be liable for any refund of the fee paid or certification. An exceptional case would be when such voluntary exit is on medical grounds wherein the fee deposited by me would be refunded but I will not be considered for any certifications provided by the Company. I understand that my exit on medical ground will be considered when the said medical condition is such that it is impossible for me to continue with the training and I am able to produce sufficient medical documents to satisfy HCL of the same.

15. I undertake that in case of my voluntary exit due to any reason except on medical ground as stated above, I and my parent / legal guardian would be solely responsible for closure of the loan account along with the interest accrued with the Financial institution/Bank who had granted the amount for the purpose of the Training. I further undertake that HCL would have no role or liability in the same.

16. I understand that any of the terms and conditions stated above might change depending on the business requirements.

I make the aforesaid declarations solemnly and sincerely believing the same are true and correct to the best of my knowledge and belief.

Name _____ Signature _____ Date _____ Permanent Address _____

Email ID: _____ Phone No.: (Landline) _____ (Mobile) _____

HRD/3T/1002104470/21-22

November 24, 2021

Ms. Sudha A
4/1029,Hussaain Colony,
Sivakasi
Virudhunagar-626189
India

Ph: +91-8883012479

Dear Sudha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.11.24 16:34:35 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1002104470/21-22

November 24, 2021

Ms. Sudha A
4/1029,Hussaain Colony,
Sivakasi
Virudhunagar-626189
India

Ph: +91-8883012479

Dear Sudha,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **13-Dec-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

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

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

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Sudha A			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

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

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

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

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

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

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

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

18-10-2021

**A.Allwin Asha
Sivakasi**

Subject: LETTER OF OFFER

Dear A Allwin Asha

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before 01.09.2021.

The annual compensation calculated on Cost to Company will be **INR 204000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Your place of posting will be **Sivakasi**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	A.Allwin Asha	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	01-09-2021	
CTC	204000/- per annum	
Pay structure	Monthly	Annual
Fixed Components		
Basic	9922	119064
House Rent Allowance (HRA)	4588	55056
Attire Allowance	0	0
Field Allowance	0	0
Salary (C1)	14510	174120
Statutory Components		
Employer PF Contribution	1191	14292
Employer ESIC Contribution	472	5664
Benefit's(C2)	1663	19956
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	0	0
Statutory Bonus	827	9924
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	17000	204000
Deductions		
Employee PF Contribution	1191	14292
Employee ESIC Contribution	109	1308
Total Deductions (b)	1300	15600
*Net Take Home {a - b - C2}	14037	168444
Total CTC	17000	204000

* Net Take Home is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika Singh

Regional Head - Human Resources

18-10-2021

S.KanagaSudha
Sivakasi

Subject: LETTER OF OFFER

Dear S.Kanaga Sudha

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before 01.09.2021.

The annual compensation calculated on Cost to Company will be **INR 204000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Your place of posting will be **Sivakasi**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	S.Kanaga Sudha	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	01-09-2021	
CTC	204000/- per annum	
Pay structure	Monthly	Annual
Fixed Components		
Basic	9922	119064
House Rent Allowance (HRA)	4588	55056
Attire Allowance	0	0
Field Allowance	0	0
Salary (C1)	14510	174120
Statutory Components		
Employer PF Contribution	1191	14292
Employer ESIC Contribution	472	5664
Benefit's(C2)	1663	19956
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	0	0
Statutory Bonus	827	9924
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	17000	204000
Deductions		
Employee PF Contribution	1191	14292
Employee ESIC Contribution	109	1308
Total Deductions (b)	1300	15600
*Net Take Home {a - b - C2}	14037	168444
Total CTC	17000	204000

* **Net Take Home** is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika Singh

Regional Head - Human Resources

18-10-2021

K Saravana Raj
Sivakasi

Subject: LETTER OF OFFER

Dear K.Saravana Raj

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before 01.09.2021.

The annual compensation calculated on Cost to Company will be **INR 204000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Your place of posting will be **Sivakasi**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	K.Saravana Raj	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	01-09-2021	
CTC	204000/- per annum	
Pay structure	Monthly	Annual
Fixed Components		
Basic	9922	119064
House Rent Allowance (HRA)	4588	55056
Attire Allowance	0	0
Field Allowance	0	0
Salary (C1)	14510	174120
Statutory Components		
Employer PF Contribution	1191	14292
Employer ESIC Contribution	472	5664
Benefit's(C2)	1663	19956
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	0	0
Statutory Bonus	827	9924
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	17000	204000
Deductions		
Employee PF Contribution	1191	14292
Employee ESIC Contribution	109	1308
Total Deductions (b)	1300	15600
*Net Take Home {a - b - C2}	14037	168444
Total CTC	17000	204000

* **Net Take Home** is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika Singh

Regional Head - Human Resources

Offer Letter

Dear Vishnu,

We are pleased to extend the offer of employment for the position of **Django Developer**. We believe you will be an excellent addition to our team and we are very much looking forward to having you on board.

As discussed, you will be entitled for a fixed annual CTC of Rs. 3,00,000 /-only, with the start date of 14th June, 2021.

You will be reporting directly to Mr Balkeerat Singh. We believe your skills and experience would help us meeting the desired results.

Kindly read the below mentioned terms & condition of employment: -

1. You have to report to office at 10 AM from Monday to Saturday, we also expect you to understand the importance to remain online on official workforce management tool.
2. Your probation period is of three months, after successful completion of your probation period you will receive the confirmation letter. During the probation period in case, you want to resign then you have to serve 15 days of notice period (working days will be counted) with proper handover of credentials and documents. If company wants to terminate your services, then it will also give 15 days of notice period.
3. While working with Zoconut, you will come across with various confidential information, we expect you not to share any of the information, documents or any detail with any of the third party, competitor or any person.
4. Being a core team member of the organization, we expect you to adhere deadlines, deliver work as per the standard and maintain work ethics.
5. You'll be required to carry your own laptop and back up of all the files should be maintained on company's cloud server.
6. Every team member has to use only official email-id for the internal & external communications.
7. As per the income tax rule, if your annual salary comes under the deduction bracket the company will deduct the tax from your salary. The details will be shared with you by the organization.

Please feel free to discuss any of your concerns.

We look forward to welcoming you to our team!

If you accept the above terms and conditions, then kindly sign both the pages and send it to the organization with below mention documents.

- a. Experience letter and relieving letter copy.
- b. Education certificates copies- 12th standard to highest qualification.
- c. Pan card copy.
- d. Adhaar card copy.
- d. One passport size photo.



Your Sincerely

Paras Garg
Director
Zoconut



I have read and accept the terms & conditions mentioned above and accept the offer by signing the letter.

Employee Name – Vishnu K

Signature: -

Date: -

LETTER OF OFFER

26-October-2021

Dear Viswa M,

Candidate ID C0004154
Band 1
Designation Trainee Engineer

Congratulations!

We are pleased to extend this offer of employment for the position of **Trainee Engineer** at an annual CTC of **INR 4,05,772/-** with Thryve Digital Health LLP at our **Chennai** office. You may refer to Annexure I for the detailed break-up of your salary structure.

You are required to report to Thryve Digital Health LLP on **12-November-2021** at 10:30 am. As we are virtually onboarding during pandemic period, our onboarding team member will get in touch with you to complete the onboarding formalities over a call.

You will be on a training and evaluation for a period of 6 (six) months from the date of joining the company, on the completion of this period you will be automatically confirmed in your post provided your work and conduct are found to be satisfactory. The company has the right to extend your evaluation period up to another 3 (three) months if need be. If you are absent from work due to leave of absence for more than 14 calendar days, your training and evaluation period shall be extended by a period equal to the duration of such absence.

During this period, you will be eligible for Sick Leave only and any other leave will be solely at the discretion of the Manager. Your Annual Leave will accumulate for the evaluation period and be credited to you at the end of the said period.

During the training and evaluation period, or any extension thereof, you may be required to undergo training courses, instructions and to pass certifications and tests (either internal or external), as a condition for the satisfactory completion of probation.

During evaluation phase, the period of notice required for cessation of employment is 14 calendar days on either side.

Please accept the offer in the candidate portal / sign the copy of this offer letter / reply via email within **5** days of receipt of this offer to indicate your acceptance.

At the time of joining, you will be required to upload the photocopies of the following documents in candidate portal & originals (for verification) when requested.

1. Relevant Educational Certificates (from 10th onwards)
2. Residential Proof
3. ID proof – Aadhar / Pan Card / Passport
4. Recent photograph (4 passport sizes)

Please note the offer is valid subject to verification of your documents related to both education and work experience as mentioned in your profile and you clearing the Background verification and medical tests. You agree and understand that if in any manner the background verification fails, Thryve reserves its right to terminate you with seven days' notice.

For Thryve Digital Health LLP



Shrinivas Ayyagari
Head - Human Resources

THRYVE DIGITAL HEALTH LLP

Registered Office: 8th Floor (Module 1 to 4), Cambridge Tower, Ramanujan IT City, Taramani, Rajiv Gandhi Salai, OMR, Chennai 600113
Ph: 044 66511000 | Fax: 044 66511001

LLPIN: AAG-3313. THRYVE DIGITAL HEALTH LLP is registered with limited liability under the Limited Liability Partnership Act of 2008.



Annexure A

Name	Viswa M		
Candidate ID	C0004154		
Band	1		
Designation	Trainee Engineer		
Components	Description	Annual (INR)	Monthly (INR)
Basic	30% of Base Pay	1,20,000	10,000
HRA	50% of Basic	60,000	5,000
Statutory Bonus Advance	As per Bonus Act	22,500	1,875
Special Allowance	Balancing Component	1,75,900	14,658
PF Employer Contribution	As per PF Act	21,600	1,800
Total Base Pay (A)		4,00,000	33,333
Gratuity (C)	4.81% of Basic	5,772	
Total Salary (A+B+C)		4,05,772	

Note: All payments made are subject to applicable taxes

Insurance: Health Insurance, Term Life Insurance, Personal Accident Insurance Premiums) are over and above the Total Salary, which is paid by the Organization currently.

Group Mediclaim Insurance Plan: Your Sum Insured limit: **3,00,000**. You may choose to enhance the limit and opt for a top-up of 2 lacs or 3 lacs.

Group Term Life Insurance Plan: Your Sum Insured limit: **20,00,000**.

Group Personal Accident Insurance Plan: Your Sum Insured limit: **20,00,000**.

THRYVE DIGITAL HEALTH LLP

Registered Office: 8th Floor (Module 1 to 4), Cambridge Tower, Ramanujan IT City, Taramani, Rajiv Gandhi Salai, OMR, Chennai 600113

Ph: 044 66511000 | Fax: 044 66511001

LLPIN: AAG-3313. THRYVE DIGITAL HEALTH LLP is registered with limited liability under the Limited Liability Partnership Act of 2008.



PERFECT DETAILING STEEL SERVICES PVT LTD

Perfection is our Goal

APPOINTMENT LETTER

Date: 23-Aug-21

Dear **Ms.Hari Priya N**

APPOINTMENT AS "Trainee Detailer"

Welcome to Perfect Detailing Services. With reference to your application and subsequent test and interview, we are pleased to inform you that you have been selected for the post of "**Trainee Detailer**" in the Detailing department of the company on the following terms and conditions:

You will be appointed as a "Trainee Detailer" with effect from 26th July 2021.

The probation period will be three months. We will provide you with extensive training during Probation period. During the probation period, you will be entitled to fixed salary of RS. 10000 per month. During probation period of three months, you will be entitled to TWO days of Leave (Sick Leave).

After the expiry of probation period, if you are found suitable by the company, you will be confirmed in your appointment on a salary of RS 13000 plus company paid health insurance policy worth 2 Lakh Rupees, for yourself and your family. At this point you will turn in your original diploma/degree certificates for company safe keeping for first three years of your employment. After the start of this full employment, you will be entitled to ONE sick leave per month, with no carry over after twelve months.

At the start of your employment, you will turn in your original degree certificates for company to safe keep for first three years of service. In case you decide to terminate your employment before three years you will pay one Lakh rupees towards all the training costs and collect your certificates.

In case if you are decided to resign the job at any point, you need to serve two months' notice period compulsory. If you are missed to serve the notice period, Reliving / Experience letters will not be given.

After one year of your employment with the company, we will do an appraisal and provide salary increment. Yearly appraisals and salary increment will be provided.

At the start of your second year of employment you will be eligible for the following:

1. Earned leave of six days. After third year this will increase by a day every year until it reaches fourteen days.

No.1, Muthaiya Street, Mothilal Nagar, M.E.S Road, East Tambaram, Chennai - 600 059.

E-mail : mathi2422@gmail.com Phone : 044 - 22395144



PDS

PERFECT DETAILING STEEL SERVICES PVT LTD

Perfection is our Goal

APPOINTMENT LETTER

Date: 23-Aug-21

Dear **Mr.Rajeshwaran G**

APPOINTMENT AS "Trainee Detailer"

Welcome to Perfect Detailing Services. With reference to your application and subsequent test and interview, we are pleased to inform you that you have been selected for the post of "**Trainee Detailer**" in the Detailing department of the company on the following terms and conditions:

You will be appointed as a "Trainee Detailer" with effect from 26th July 2021.

The probation period will be three months. We will provide you with extensive training during Probation period. During the probation period, you will be entitled to fixed salary of RS. 10000 per month. During probation period of three months, you will be entitled to TWO days of Leave (Sick Leave).

After the expiry of probation period, if you are found suitable by the company, you will be confirmed in your appointment on a salary of RS 13000 plus company paid health insurance policy worth 2 Lakh Rupees, for yourself and your family. At this point you will turn in your original diploma/degree certificates for company safe keeping for first three years of your employment. After the start of this full employment, you will be entitled to ONE sick leave per month, with no carry over after twelve months.

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E-mail : mathi2422@gmail.com Phone : 044 - 22395144



PDS

PERFECT DETAILING STEEL SERVICES PVT LTD

Perfection is our Goal

APPOINTMENT LETTER

Date: 23-Aug-21

Dear **Ms.Rithika Suba Sankari D**

APPOINTMENT AS "Trainee Detailer"

Welcome to Perfect Detailing Services. With reference to your application and subsequent test and interview, we are pleased to inform you that you have been selected for the post of "Trainee Detailer" in the Detailing department of the company on the following terms and conditions:

You will be appointed as a "Trainee Detailer" with effect from 26th July 2021.

The probation period will be three months. We will provide you with extensive training during Probation period. During the probation period, you will be entitled to fixed salary of RS. 10000 per month. During probation period of three months, you will be entitled to TWO days of Leave (Sick Leave).

After the expiry of probation period, if you are found suitable by the company, you will be confirmed in your appointment on a salary of RS 13000 plus company paid health insurance policy worth 2 Lakh Rupees, for yourself and your family. At this point you will turn in your original diploma/degree certificates for company safe keeping for first three years of your employment. After the start of this full employment, you will be entitled to ONE sick leave per month, with no carry over after twelve months.

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In case if you are decided to resign the job at any point, you need to serve two months' notice period compulsory. If you are missed to serve the notice period, Reliving / Experience letters will not be given.

After one year of your employment with the company, we will do an appraisal and provide salary increment. Yearly appraisals and salary increment will be provided.

At the start of your second year of employment you will be eligible for the following:

1. Earned leave of six days. After third year this will increase by a day every year until it reaches fourteen days.

No.1, Muthaiya Street, Mothilal Nagar, M.E.S Road, East Tambaram, Chennai - 600 059.

E-mail : mathi2422@gmail.com Phone : 044 - 22395144



Training and Placement Officer AAA <tpo@aaacet.ac.in>

Placement Drive Results - Name list of the Selected Candidates :- Reg

2 messages

chandrakumar.rv <chandrakumar.rv@fih-foxconn.com>

To: "tpo@aaacet.ac.in" <tpo@aaacet.ac.in>

Cc: "Arulananth.G" <Arulananth.G@fih-foxconn.com>, RSMIPL_TN <tnrsm2@gmail.com>

Dear Placement Officer,

Good Evening

Greetings from Rising Stars Mobile Pvt Ltd

Thanks for your support and facilitation during campus drive at "**AAA College of Engineering & Technology**" on 28th April

First and foremost, I would like to thank and congratulate to your Management and Support Staffs who had been given wonderful support for the placement drive for the current batch of en India Pvt Ltd. More Importantly, the other colleges were also sent their students to participate in the campus drive during this pandemic time and made this drive successfully.

This was really motivated us. For which is able to create a Job opportunity for young talent who can build their career at Core Industries like Electronics / Semiconductor, whereby they can c want to grow.

As a result of the placement drive, we are happy to announce that the following candidates have been selected for the role of GET (**Graduate Engineer Trainee**) and may report to our fa **the exact joining by next week**). Hence, Kindly communicate the same to the students and also instruct not to appear for any more interviews in future. The Offer Letter for the selected c from the Management.

Hope this would continue for long-term and build a fruitful relationship between the company and your esteemed institution.

This is an authenticated confirmation for the selected candidature.

Hope to see the candidates at the time of joining....

S.No	Reg.No	Venue	Name of the candida	Father's Name	Sex	Name of the college which is currently pursuing	Contact Num	Em
1	280053	AAA	PRIYADHARSHINI A J	ARUMUGAM S	Female	Hindusthan College of Engineering And Technology	6385484439	dha
2	280067	AAA	karthika G	Gunasekaran G	Female	Mepco Schelenk Engineering college	8248546746	ragu
3	280035	AAA	J.Esther Jemima	T.Jeyakumar	Female	AAA college of engineering and technology	8072189361	jemi
4	280078	AAA	BHUVANESWARI S	SEENIVASAN R	Female	Mepco Schelenk Engineering college	6382415179	sbh
5	280119	AAA	M.S.VENKATESH		Male	MEPCO	8508411534	ven
6	280131	AAA	K. SIVARAMAN		Male	MEPCO	9095863760	siva
7	280044	AAA	Sneha R	Ramesh jai singh D	Female	AAA college of engineering and technology	08072020520	snel
8	280040	AAA	M.Yogalakshmi	G.Maheswaran	Female	AAA college of engineering and technology	8220189933	laks
9	280054	AAA	Suriya kumari A M	Mohan kumar G	Female	Hindusthan College of Engineering And Technology	9080249078	suri
10	280089	AAA	Saranya N	Nattar K	Female	National Engineering College	7010726320	201
11	280120	AAA	A.MALATHI		Female	SOWDAMBIKA	6383715182	
12	280080	AAA	Yasvanth K	Karthikeyan R	Male	Mepco Schelenk Engineering college	7558109862	yas
13	280090	AAA	Menaga Devi P	Ponnottakkaran G	Female	National Engineering College	8248818368	mer
14	280046	AAA	ABINAYA. B	BASKER. M	Female	AAA college of engineering and technology	8056628958	abin
15	280141	AAA	Susai Micheal A		Male	LAPC	7708576474	
16	280021	AAA	SUVARAJ	NAGARAJ	Male	LAKSHMI AMMAL POLYTECHNIC COLLEGE KOVILPATI 628 503	8220872929	suva
17	280082	AAA	L.Aarthi	A.Lakshmana Perumal	Female	National Engineering College	9489426424	aart

If you have any queries, Kindly contact me

Brs

R V Chandrakumar

Human Resource Department

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Training and Placement Officer AAA <tpo@aaacet.ac.in>
To: "Dr. Sekar Principal" <principal@aaacet.ac.in>

Thu, May 6, 2021 at 11:52 AM

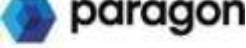
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Thanks & Regards

JV Saravana Lal
Director - T&P
AAA College of Engineering and Technology,
Amathur-626005, Sivakasi, Tamilnadu, India.
Mobile No:- +91 7259014441 | landline : 04562 241111
Email:- tpo@aacet.ac.in | www.aaaenggcoll.ac.in

Annexure A

		
Compensation Structure		
Name	:	Arun Sarthish Kumar M
Designation	:	Process Executive
	Monthly (Rs)	Annual (Rs)
A <u>Salary - Components</u>		
Basic Salary	9,900.00	118,800.00
Statutory Bonus	825.00	9,900.00
HRA	3,275.00	39,300.00
Special Allowance	-	-
Sub Total A	14,000.00	168,000.00
B <u>Retirals & Benefits</u>		
EPF - Employer's Contribution	1,287.00	15,444.00
ESI - Employer's Contribution	455.00	5,460.00
Gratuity	483.00	5,800.00
Group Health Insurance	-	-
Group Term Life Insurance	42.00	500.00
Sub Total B	2,267.00	27,204.00
Take Home Break-up		
Gross Salary	14,000.00	
Deductions		
EPF - Employee Contribution	1,287.00	
ESI - Employee Contribution	105.00	
Net pay without TDS	12,608.00	
C <u>Variable Pay</u>		
Shift Allowance*	4,000.00	48,000.00
Food Allowance*	700.00	8,400.00
Based on the Annual Performance Review scores	-	-
Sub Total C	4,700.00	56,400.00
Cost to Company (A+B+C)	20,967.00	251,604.00

- a. Employee will be eligible for food and shift allowances according the Allowance policy of Paragon*
- b. Employee will be eligible for Bonus according the policy of Paragon
- c. Coverage of Insurance will also be applicable according the Employee Benefit policy of Paragon
- d. The above compensation is subject to complying with the requirements of company policy and law applicable from time to time.
- e. Company reserves the right to modify/amend the structure in part or full without any notice or assigning any reasons.
- f. Tax deductions applicable according to the state/central Act

For PARAGON DIGITAL SERVICES PVT LTD

Savitha Nair
Sr Vice President-Human Resources

I acknowledge and accept the terms & conditions mentioned in the offer.

Arun Sathish Kumar M

25th Aug 2021

To,

A.Balamuralikrishna
Tamilnadu

Sub: Employment Letter

Dear krishna ,

Congratulations! We are pleased to take you on board as Business development executive at **CAMELOT**.

Designation: **Business Development Executive**

Job Location: **Work from Home**

1. Appointment:

1.1 Your date of on boarding with us will be effective from **1st Sep 2021**.

1.2 You shall be based in India but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.

1.3 After successfully of six month Probation/Commitment task you shall be supply appointment letter in the temporary to master role of branch with reevaluate package and incentive etc.

1.4 Employer will provide the laptop after your probation period. You need to wear company's uniform during virtual meeting with clients or senior management and the uniform cost will deduct from your salary.

1.5 During your services period termination of services can be made assigning any reason there of your services may terminated with 3days of the prior notice or 3days of salary in lieu thereof, for either side.

1.6 Medical Benefits: Employer will deduct the premium amount from the first month of salary for Health Insurance under Group Medical Insurance Coverage, based on its terms and conditions which may change from time to time at the sole discretion of the company.

1.7 You will perform such duties as are assigned to you by the senior officers from time to time relating to position to which you may be transferred /deputed or promoted in further. During your Training/Probation period you shall be entitled for salary statically as per your performance to and proportioned to the volume of revenue or work task achieved. You shall compile all responsible orders of your superior and attend to your duties punctually as such place as may be required at reverent time you should be entrusted with the handling of cash / securities, any shortfall will be recovered from you personally. You shall not engage yourself directly or indirectly in any trade business or occupation part or fulltime.

1.8 Your services can be terminated without any notice if you are convicted by any court of law for offence involving breaches of law and order or moral torpid. If you are willing accept

the terms and conditions you are requested to sign the duplicated copy of offer letter and end Your acceptance to us. Your acceptance should be communicated to us within seven days from the date of offer issued.

1.7 Normal working hours (10am-7pm) are determined by the Company but you shall undertake to work outside of these hours, where necessary and reasonably required, in response to work exigencies.

2. COMPENSATION:

2.1 You will be paid a total salary of 1,86,000 INR (Rupees One Lakh Eighty six Thousand) per annum which is structured into different components as illustrated in Annexure A.

2.2 Your salary will be reviewed along with the general review date for all other Camelot employees on a pro-rata basis. This will be based on your work performance - increments are therefore granted on merit only. The company's annual salary review is on 1st of January each year for employees, who are on the rolls of the Company as on 30th September of the previous year .

2.3 You will be eligible for a quarter-end performance bonus over and above your CTC. The quarter-end bonus is paid in full along with the salary of first month of the following quarter.

2.4 Bonus will be paid to you provided you are in service of the Company at the time of payment of bonus. Employees who have left the service of the Company prior to payment date are not eligible for this.

2.5 Bonus will be paid to you provided you are in the employment of the Company for a period of at least Two (2) months as on the last date of the corresponding quarter.

2.6 Your salary will be credited between 8th day to 10th day of every month to your account

2.7 The Company shall not bear any personal income tax on salary, allowances or benefits paid or deemed to be paid to you.

3. Performance of Duties & Conflict of interest

3.1 You shall at all times be required to carry out such duties and Responsibilities as may be assigned to you by the Company and shall Faithfully and diligently perform these in compliance with established Policies and procedures, endeavouring to the best of your ability to protect And promote the interests of the Company.

3.2 You need to hire interns, trainee, associates for our company “CAMELOT” and monitor them

3.3 Responsible for training team members, setting strategy and monitoring progress towards goals.

3.4 Responsible for developing and implementing marketing strategies for a business's social media sites, promotion and subscriptions of mobile games and entertainment applications.

3.5 Responsible for overseeing and creating project plans to deliver marketing campaigns for a business or an organization.

3.6 Supervise a team that is responsible for promoting products and services and establishes goals and initiatives to find new markets.

3.7 You shall keep strictly confidential details of your salary and employment Benefits within and outside the company.

3.8 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge Or possession during the tenure of your employment, and which should not be disclosed or made public save in the course of the proper execution of your duties.

4 Annual Leave

4.1 You will be entitled to 20 working days' leave in the first year of service, or pro-rated as the case may be. You will be granted 1 additional day for each completed year of service up to the maximum of 26 working days' leave per year.

4.2 All leave shall be taken in the year it falls due, and at such time as shall be convenient to the Company, although every effort will be made to accommodate your requests. Leave is accounted for on a calendar year basis and leave accumulated in any year must be taken in that year.

4.3 The unused leaves of a calendar year cannot be carried forward to the following year. Amount equivalent to these leaves will be paid with the salary of the first month of the following year. Your last withdrawn monthly salary of the calendar year will be divided by 26 working days to derive the equivalent amount to be paid for a unused leave.

5. Intellectual Property

The Company retains ownership of the intellectual property rights relating to inventions, patents and copy rights concerning work undertaken while in the employment of the Company and you shall cooperate fully in transferring, registering or In anyway securing such rights for the benefit of the Company and/or defending such rights as may be required of you by the Company.

6. Termination of Employment

6.1 Either the Company or you may at any time terminate this agreement by giving In writing to the other party Two (2) months' notice. In this connection, the Company reserves the right to pay or recover a sum equal to the amount of salary in lieu of said notice period. Notwithstanding anything to the contrary herein, the Company at its sole discretion may relieve you from such date as it may deem fit even prior to expiry of the aforesaid notice period. However, If management of the Company desires the employees to continue the employment during the said notice period, the employee shall comply with the same

6.2 Accrued leave is not to be offset from the notice period except with the express written permission of the Company.

6.3 You undertake to return, In good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses If the property is lost or damaged

6.4 The Company shall have the right to terminate your employment at any time without notice or payment in lieu thereof or without any further obligation, if:

- You commit any material breach of any of your duties and responsibilities under this contract; or
- You become insolvent or bankrupt. or are charged with any criminal offense which is prejudicial to the interests of the Company; or
- The Company Is restricted from continuing to employ you by reason of any other legal Incapability; or
- Any data regarding your candidature provided to the company is round to be false/ untrue/ misleading in any respect

6.5 If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

7. Alternation

The above terms may be modified by the Company from time to time In writing and such variations shall be binding on you

8. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Mumbai

On behalf of Camelot, I am delighted to extend this offer and ask that you confirm your acceptance by signing and returning the duplicate copy of this letter.

With best wishes,

From, CAMELOT

Thanks & Regards,



ABHISHEK KHURANA

HR Manager

Camelot Group



ACCEPTANCE OF OFFER

I hereby unconditionally accept and agree to the terms and conditions contained in **CAMELOT** Offer of employment dated **25th Aug 2021**. I agree and withstand that my employment will be subjected to all terms and conditions of employment as are now applicable and that **CAMELOT** shall have the rights to modify such terms and conditions at any point of time to time as **CAMELOT** deems fit and I shall be bound by any such revised terms and conditions.

I conform that I have read and understood all the terms and conditions contained in this Offer of Employment.

I understand that if any particulars that I have provided are established as untrue or misleading, I am liable to be summarily dismissed and my employment with the Company terminates.

Name:

.....
.....

Employee Signature

Date

Annexure A

Breakup of Total Compensation Package COMPONENTS	MONTHLY Allowances	ANNUAL COST.
BASIC	8000/-	96000/-
Mob allowance	500/-	6000/-
<i>Performance Allowance (>5 App subscription)</i>	2000/-	24000/-
<i>Achievement Allowance (>5 Interns ENROLL)</i>	5000/-	60000/-
Total Cost	15500/-	186000/-

Note: Submit receiving copy with in 5 days along with all requirements or else the offer will be auto cancelled.

- You will be eligible for the following benefits:
- Travel and conveyance reimbursement – As per the company policy
- Mobile reimbursement – As per the company policy
- Leave policy – As per the company policy

Please send the photocopies of the below mentioned documents at the time of joining to our official mail id.

- Last company appointment letter
- Last company relieving letter
- Photocopy of your last drawn salary slip.
- Second last company relieving letter
- 10th and 12th mark sheets, graduation degree or mark sheets
- Post-graduation – degree or mark sheets
- Certifications if any
- PAN Card & Aadhar Card
- Bank account proof, cancelled cheque
- Passport sized photographs

**ENTRY PERMIT
MUNDRA SEZ**

barath K

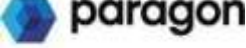
EP NO. : 9100162870
COMPANY : ZPMC ENGINEERING INDIA PV
SUB COMPANY :
RECOMMENDED BY : Dharmendra G Dabhi
WORK AREA : Sub dept
WORK LOCATION : Container Terminal
WORKING AS : TECHNICIAN
ACCESS : 3



For DC APSEZL

[Handwritten signature]

Annexure A

		
Compensation Structure		
Name	:	Adithya S
Designation	:	Process Executive
	Monthly (Rs)	Annual (Rs)
A <u>Salary - Components</u>		
Basic Salary	9,900.00	118,800.00
Statutory Bonus	825.00	9,900.00
HRA	3,275.00	39,300.00
Special Allowance	-	-
Sub Total A	14,000.00	168,000.00
B <u>Retirals & Benefits</u>		
EPF - Employer's Contribution	1,287.00	15,444.00
ESI - Employer's Contribution	455.00	5,460.00
Gratuity	483.00	5,800.00
Group Health Insurance	-	-
Group Term Life Insurance	42.00	500.00
Sub Total B	2,267.00	27,204.00
<u>Take Home Break-up</u>		
Gross Salary	14,000.00	
<u>Deductions</u>		
EPF - Employee Contribution	1,287.00	
ESI - Employee Contribution	105.00	
Net pay without TDS	12,608.00	
C <u>Variable Pay</u>		
Shift Allowance*	4,000.00	48,000.00
Food Allowance*	700.00	8,400.00
Based on the Annual Performance Review scores	-	-
Sub Total C	4,700.00	56,400.00
Cost to Company (A+B+C)	20,967.00	251,604.00

- Employee will be eligible for food and shift allowances according to the Allowance policy of Paragon*
- Employee will be eligible for Bonus according to the policy of Paragon
- Coverage of Insurance will also be applicable according to the Employee Benefit policy of Paragon
- The above compensation is subject to complying with the requirements of company policy and law applicable from time to time.
- Company reserves the right to modify/amend the structure in part or full without any notice or assigning any reasons.
- Tax deductions applicable according to the state/central Act

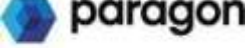
For PARAGON DIGITAL SERVICES PVT LTD

Savitha Nair
Sr Vice President-Human Resources

I acknowledge and accept the terms & conditions mentioned in the offer.

Adithya S

Annexure A

		
Compensation Structure		
Name	:	Jegadheeswaran S
Designation	:	Process Executive
	Monthly (Rs)	Annual (Rs)
A <u>Salary - Components</u>		
Basic Salary	9,900.00	118,800.00
Statutory Bonus	825.00	9,900.00
HRA	3,275.00	39,300.00
Special Allowance	-	-
Sub Total A	14,000.00	168,000.00
B <u>Retirals & Benefits</u>		
EPF - Employer's Contribution	1,287.00	15,444.00
ESI - Employer's Contribution	455.00	5,460.00
Gratuity	483.00	5,800.00
Group Health Insurance	-	-
Group Term Life Insurance	42.00	500.00
Sub Total B	2,267.00	27,204.00
<u>Take Home Break-up</u>		
Gross Salary	14,000.00	
<u>Deductions</u>		
EPF - Employee Contribution	1,287.00	
ESI - Employee Contribution	105.00	
Net pay without TDS	12,608.00	
C <u>Variable Pay</u>		
Shift Allowance*	4,000.00	48,000.00
Food Allowance*	700.00	8,400.00
Based on the Annual Performance Review scores	-	-
Sub Total C	4,700.00	56,400.00
Cost to Company (A+B+C)	20,967.00	251,604.00

- a. Employee will be eligible for food and shift allowances according the Allowance policy of Paragon*
- b. Employee will be eligible for Bonus according the policy of Paragon
- c. Coverage of Insurance will also be applicable according the Employee Benefit policy of Paragon
- d. The above compensation is subject to complying with the requirements of company policy and law applicable from time to time.
- e. Company reserves the right to modify/amend the structure in part or full without any notice or assigning any reasons.
- f. Tax deductions applicable according to the state/central Act

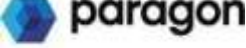
For PARAGON DIGITAL SERVICES PVT LTD

Savitha Nair
Sr Vice President-Human Resources

I acknowledge and accept the terms & conditions mentioned in the offer.

Jegatheeswaran S

Annexure A

		
Compensation Structure		
Name	:	Mahendra Varman S
Designation	:	Process Executive
	Monthly (Rs)	Annual (Rs)
A <u>Salary - Components</u>		
Basic Salary	9,900.00	118,800.00
Statutory Bonus	825.00	9,900.00
HRA	3,275.00	39,300.00
Special Allowance	-	-
Sub Total A	14,000.00	168,000.00
B <u>Retirals & Benefits</u>		
EPF - Employer's Contribution	1,287.00	15,444.00
ESI - Employer's Contribution	455.00	5,460.00
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Deductions		
EPF - Employee Contribution	1,287.00	
ESI - Employee Contribution	105.00	
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C <u>Variable Pay</u>		
Shift Allowance*	4,000.00	48,000.00
Food Allowance*	700.00	8,400.00
Based on the Annual Performance Review scores	-	-
Sub Total C	4,700.00	56,400.00
Cost to Company (A+B+C)	20,967.00	251,604.00

- Employee will be eligible for food and shift allowances according the Allowance policy of Paragon*
- Employee will be eligible for Bonus according the policy of Paragon
- Coverage of Insurance will also be applicable according the Employee Benefit policy of Paragon
- The above compensation is subject to complying with the requirements of company policy and law applicable from time to time.
- Company reserves the right to modify/amend the structure in part or full without any notice or assigning any reasons.
- Tax deductions applicable according to the state/central Act

For PARAGON DIGITAL SERVICES PVT LTD

Savitha Nair
Sr Vice President-Human Resources

I acknowledge and accept the terms & conditions mentioned in the offer.

Mahendra Varman S



INTENT OF OFFER-CALIBER INTERCONNECT SOLUTIONS



Inbox



raghavi.v 7:09 PM

to me, Maheshwari, mervin... 



Dear **KARTHIKEYAN T,**

Congratulations!!! We intent to make an offer to you to join **Caliber Interconnect Solutions** at our **Tirunelveli** office as **TRAINEE**. Your total Cost to the Company (CTC) would be **INR 2,40,000 (INR Two Lakh and Forty thousand only)**.

You are requested to report your duty on 18th AUGUST 2021.

This offer is valid for a period of 5 working days from the date of issue. You are requested to send a reply mail as a token of this offer. Original offer will be issued at the time of joining the Organization.

To be a part of the Organization, an Indemnity Bond / Agreement for a period of **3.5 years** will be executed during the Joining process as discussed during the Interview / selection process.

You will be on probation for a period of One Year from the date of joining. You will abide by the rules and regulations of the Organization as may be in force from time to time.

You are required to submit the below listed

Date: 07-Sep-2021.

Offer Letter

Dear Mr. **S.MAHENDRAN**

Welcome to ANGA Information Technology Private Limited.

It is my pleasure to extend the following offer of employment to you on behalf of ANGA Information Technology, further to the interview and discussions you have had with us. You are appointed to the position of **Trainee cum Software Engineer – web development**, you're starting First month No fee, next two-month remuneration will be **Rs 5,000/- (Five Thousand Only)** after training you will be on a probation period of 6 months remuneration will be **8,000/- (Eight Thousand Only)**

Your date of joining will be **September 12th 2021** and working hours start from **9.30 AM to 6.30 PM** with one hour break a day. You are scheduled to work through Sunday to Thursday, in which you will have First and Third Saturday as Leave. – Training will be conducted on only Online you should be available on working hours

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular performance and reviews will be done to assess your suitability.

Offer stands cancelled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before **September 09, 2021**.

You will need to submit all your qualification documents with a copy of each, on the date of joining and original of degree certificate and consolidated mark sheet.

We welcome you to part of ANGA Information Technology private Limited family and look forward to a fruitful collaboration.

For **ANGA INFORMATION TECHNOLOGY Private Limited**



Date: 07-Sep-2021.

Offer Letter

Dear Mr. **M.VEERAPANDIAN**

Welcome to ANGA Information Technology Private Limited.

It is my pleasure to extend the following offer of employment to you on behalf of ANGA Information Technology, further to the interview and discussions you have had with us. You are appointed to the position of **Trainee cum Software Engineer – web development,**

you're starting First month No fee, next two-month remuneration will be **Rs 5,000/- (Five Thousand Only)** after training you will be on a probation period of 6 months remuneration will be **8,000/- (Eight Thousand Only)**

Your date of joining will be **September 12th 2021** and working hours start from **9.30 AM to 6.30 PM** with one hour break a day. You are scheduled to work through Sunday to Thursday, in which you will have First and Third Saturday as Leave. – Training will be contacted on only Online you should be available on working hours

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Offer stands cancelled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before **September 09, 2021.**

You will need to submit all your qualification documents with a copy of each, on the date of joining and original of degree certificate and consolidated mark sheet.

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For **ANGA INFORMATION TECHNOLOGY Private Limited**



Date: 07-Sep-2021.

Offer Letter

Dear Mr. **N.YUVARAJ**

Welcome to ANGA Information Technology Private Limited.

It is my pleasure to extend the following offer of employment to you on behalf of ANGA Information Technology, further to the interview and discussions you have had with us. You are appointed to the position of **Trainee cum Software Engineer – web development,**

you're starting First month No fee, next two-month remuneration will be **Rs 5,000/- (Five Thousand Only)** after training you will be on a probation period of 6 months remuneration will be **8,000/- (Eight Thousand Only)**

Your date of joining will be **September 12th 2021** and working hours start from **9.30 AM to 6.30 PM** with one hour break a day. You are scheduled to work through Sunday to Thursday, in which you will have First and Third Saturday as Leave. – Training will be conducted on only Online you should be available on working hours

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For **ANGA INFORMATION TECHNOLOGY Private Limited**



Date: 07-Sep-2021.

Offer Letter

Dear Mr. **N.YUVARAJ**

Welcome to ANGA Information Technology Private Limited.

It is my pleasure to extend the following offer of employment to you on behalf of ANGA Information Technology, further to the interview and discussions you have had with us. You are appointed to the position of **Trainee cum Software Engineer – web development,**

you're starting First month No fee, next two-month remuneration will be **Rs 5,000/- (Five Thousand Only)** after training you will be on a probation period of 6 months remuneration will be **8,000/- (Eight Thousand Only)**

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You will need to submit all your qualification documents with a copy of each, on the date of joining and original of degree certificate and consolidated mark sheet.

We welcome you to part of ANGA Information Technology private Limited family and look forward to a fruitful collaboration.

For **ANGA INFORMATION TECHNOLOGY Private Limited**



Date: 07-Sep-2021.

Offer Letter

Dear Mr. **M.KISHORE**

Welcome to ANGA Information Technology Private Limited.

It is my pleasure to extend the following offer of employment to you on behalf of ANGA Information Technology, further to the interview and discussions you have had with us. You are appointed to the position of **Trainee cum Software Engineer – web development,**

you're starting First month No fee, next two-month remuneration will be **Rs 5,000/- (Five Thousand Only)** after training you will be on a probation period of 6 months remuneration will be **8,000/- (Eight Thousand Only)**

Your date of joining will be **September 12th 2021** and working hours start from **9.30 AM to 6.30 PM** with one hour break a day. You are scheduled to work through Sunday to Thursday, in which you will have First and Third Saturday as Leave. – Training will be conducted on only Online you should be available on working hours

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular performance and reviews will be done to assess your suitability.

Offer stands cancelled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before **September 09, 2021.**

You will need to submit all your qualification documents with a copy of each, on the date of joining and original of degree certificate and consolidated mark sheet.

We welcome you to part of ANGA Information Technology private Limited family and look forward to a fruitful collaboration.

For **ANGA INFORMATION TECHNOLOGY Private Limited**



Dear Sir/Madam,

Warm Greetings from Pirai Infotech!!!

We are glad to inform that, we have selected the below mentioned student for an internship program for the position of a Software engineer at our Pirai Infotech, Pollachi Branch.

1. Padmapriya M - (Final year - Electronics and Communication Engineering)

She will be collaborating with Mr. Loganathan (Lead Solution Architect) and Mr. Gopi (Lead Developer) working on several projects. The internship period will be about 6 months of duration. At the end of internship program, candidate will be carefully evaluated and if we are satisfied with her performance decision about the job offer will be confirmed. Results for remaining students will be announced on next week.

Joining Date : September 01, 2021 by 10.00 A.M

During this period of internship, if the candidate is not meeting our expectation and/or violating the company rules then we will end the internship program immediately.

We look forward to work with candidate. Please do not hesitate to contact HR if you have any queries regarding internship program.

Best Regards,

Team HR
Pirai Infotech

[Pirai India](#) | [Pirai UK](#) | [Pirai Malaysia](#) | [Pirai Germany](#)

AstraZeneca India Private Limited,
Block A, Neville Tower, 11th Floor, Ramanujan
IT SEZ, Taramani, Chennai - 600113,
Tamil Nadu, India.
Telephone: +9144 40461800
astrazeneca.com

19 November 2021

Dear Sabari Shri Subramanian,

Letter of Intent

Congratulations! It is with great pleasure that we welcome you to join AstraZeneca India Pvt. Ltd., ("AZIPL") as "Junior Engineer" on "01 December 2021" at our Global Technology Centre at Chennai.

The terms and conditions of your appointment are as per Annexure – I. The details on the salary are given in Annexure – II.

If you have any queries or require any further information, please do not hesitate to contact the Human Resources Department. The appointment letter will be given to you on the day of joining.

May we take this opportunity of wishing you a successful association with AstraZeneca India.

Yours sincerely,

Talent Acquisition Lead
for **AstraZeneca India Private Limited**

Date signed:

ANNEXURE I

TERMS AND CONDITIONS OF THE EMPLOYMENT OFFER MADE TO

Probation: Effective your date of joining, you will be on probation in the above position for **six months**, which could be extended at the discretion of the Management.

During the period of probation each of the parties can terminate this at any time and for any reason and by giving thirty days' notice.

Hours of Work: The working hours of AZ Chennai is between 9.00 AM and 6.00 PM. The normal hours to be worked are 40 hours in a given week (excluding 1 hour for break every day). Subject to the work requirements of your function you might be required to work on shifts in agreement with your line manager and there could be a slight flexibility in the working hours.

Leave: You are entitled to 22 days of Earned leave (EL), 12 days of Casual Leave (CL) and Sick Leave (SL) as per the leave policy of AZIPL, as may be amended from time to time.

Relocation: Relocation expenses will be borne by the company. All expenses will be governed by the entitlement as per the relocation policy, as may be amended from time to time. Employees relocating must take necessary approval from the Talent Acquisition SPOC.

In the case of employee failing to serve the company for a minimum period of one year from the date of joining the relocation allowance paid will be recovered in full.

Transportation: Employees are entitled for company transport as per transport policy, as may be amended from time to time.

Background Checks: Your appointment is subject to the background check clearance in all aspects. Any discrepancies in the background check will lead to withdrawal of the offer or termination of employment.

Confidentiality: You are requested to maintain confidentiality on all aspects of the letter at all times. Sharing of confidential information will result in withdrawal of your offer letter.

Subsequent Changes: If there are any changes, subsequently, to the terms and conditions of your employment, they will be notified to you by letter or by a notice posted on the notice board, which forms part of the conditions of this offer letter.

We look forward to having you on board at AstraZeneca.

Please note that this Offer Letter is being made on the information furnished by you. However, if any discrepancy is found in the above documents given by you as proof in support of the information provided by you, the Company reserves the right to revoke this appointment/offer.

Yours sincerely,

Talent Acquisition Lead

For **AstraZeneca India Private Limited**

Date signed:

I hereby accept the above mentioned terms and conditions

PLACE: CHENNAI

DATE:

ATURE:

**Annexure II
Financial & Benefits Details**

Name: Sabari Shri Subramanian
Designation: Junior Engineer
Career Level:B3

PARTICULARS

SALARY DETAILS

Basic: INR 180,000
HRA: INR 90,000
Personal Pay: INR70,000 *** (*Flexible benefits linked*)
Telephone Reimbursement: 30,000
Books & Periodicals Reimbursement: 24,000
Professional Pursuit Reimbursement: 30,000
Food Voucher: 13,200
Leave Travel Reimbursement: 40,000
*Car lease**** Capped at Personal Pay Limit*
*Fuel Reimbursement****1,20,000*
*Driver Allowance****1,80,000*
ANNUAL BASE SALARY: INR 340,000

RETIREMENT BENEFITS PER ANNUM

PF: INR 21,600
Gratuity: INR 8,658
ANNUAL COST: INR 370,258

VARIABLE PERFORMANCE BONUS*: INR 34,000

TOTAL COST: INR 404,258

PREMIUM ON MEDICAL SCHEMES**

Group Medical Insurance Premium: INR 40,000
Group Personal Accident Premium: INR 680
Group Life Insurance Premium: INR 816
Employees Deposit Linked Insurance Premium: INR 228

COST TO COMPANY: INR 445,982

**Variable performance bonus is based on individual's performance and company's performance*

***Group Medical Insurance Hospitalization Benefits: Up to Rs. 5,00,000/- for a family of six, including self, spouse, two children and dependent parents or in-laws. Accident and Life Insurance coverage as per Company Policy, details would be provided on joining.*

**** Flexible Benefits Linked Personal Pay gives you the option of maximizing your tax savings. You would be provided with the option of allocating your Personal Pay into Telephone Reimbursement, Books and Periodicals Reimbursement, Professional Pursuit Reimbursement, Food Voucher and Leave Travel Reimbursement and Operating Car Lease subject to maximum limits as defined by AstraZeneca.*

***** Applicable for grade E and above.*

Further, you would be required to furnish proof of the expenses in respect of which you are claiming the reimbursement for which there is a tax benefit. In the event you are unable to utilize the maximum benefit made available to you under this category, the remaining amount will be taxed as per applicable laws.

AstraZeneca shall be entitled to make any changes to the Flexible Benefits Linked Personal Pay in order to be compliant with applicable laws.

CogniCX/IN/2021/03

25th July 2021

V.Sahana

sahanavijay2699@gmail.com

Dear Sahana,

We are pleased to offer you a position as Software Engineer at CogniCX IT Solutions Pvt Ltd. We trust that your experience and skills will be a valuable asset to our company. Please note that this employment offer is subject to following terms and complying to company policy.

1. **Appointment:** Your date of appointment is effective from the date of joining which shall be as soon as possible, but no later than 1st Aug 2021.
2. **Probation:** You will be on probation for a period of six months from the date of your joining. In this period, you will have to complete certification from any of the online training provider of your choice. On the completion of your probation period, if the company finds you to be suitable for the appointed post, your appointment shall be confirmed and communicated to you in writing.
3. **Retirement Age:** The retirement age is 58 years
4. **Salary:** In the probation period you will be paid Rs 15,000 / month as consolidated payment. Once confirmed , your total compensation would be Rs 2,50,000/ annum which is fixed component.
5. **Background Verification:** You may be required to submit details for a Background verification if the company so requests you to do so at any point of time. Failure to submit the details as well as failing the background verification may lead to disciplinary action which could include termination of employment.
6. **Medical Test:** You may be required to undergo a medical test if requested by the company or any clients of the company at any point of time which may occur at any time during the period of employment.
7. **Place of posting:** You will be posted at Chennai. You may however be required to work at any place of business which the Company has or may later acquire.
8. **Hours of Work:** The normal working days are Monday through Friday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 9:30 AM to 6:00 PM with half an hour of lunch time.
9. **Nature of duties:** You will perform to the best of your ability all the duties as are inherent in your position and such additional duties as the company may call upon you to perform, from time to time. Please note that these are indicative responsibilities and are subject to change from time to time.
10. **Company assets:** You will always maintain Company assets, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.
11. **Borrowing/accepting gifts:** You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.
12. **Personal Data:** The Company requires to statutorily maintain personal data of its employees and it may at times be shared with external vendors for business

requirements. You hereby authorize the company to provide the data to external vendors. The company will take utmost care in preventing any misuse of the personal data.

13. **Termination:** Your appointment can be terminated by the Company, without any reason, by giving you not less than 3 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

You may terminate your employment with the Company, without any cause, by giving no less than 3 months' prior notice or salary for period not served.

The Company reserves the right to terminate your employment without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

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

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

At no time, will you remove any Confidential Information from the office without permission.

Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

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

15. **Notices:** Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the communication address intimated by you in the official records.

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

17. **Acceptance of our offer:** Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy by 30th July 2021, failing which this offer will stand automatically withdrawn, without any further obligation on our part.

These employment terms supersede and replace any existing agreement or understanding, if any, between CogniCX and you relating to the same subject matter.

Welcome aboard, to journey of organization building!

Sincerely,

Anilkumar

Anil Kumar
EVP – Product management

Applicant (Sign)

Applicant (Print)



Offer: Computer Consultancy

Ref: TCSL/DT20206733928/Ahmedabad

Date: 07/09/2021

Mr. Selva Durai A
3/1255 BMeera Colony,
Latcham Theater,
Sivakasi-626123,
Tamilnadu.
Tel# -

Dear Selva Durai A,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential

TCSL/DT20206733928

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India

Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com

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

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



COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

TCS Confidential

TCSL/DT20206733928

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India

Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com

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

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



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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior



written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your



day-to-day conduct as an associate of TCSL.

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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



19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

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



- *Passport
- *NSR E-Card

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



24. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Selva Durai A
Designation	Assistant System Engineer-Trainee
Institute Name	Aaa College Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

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

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

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

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

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

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



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

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

DirectCore/RH8342439/259512/Pune/September/V0

PRIVATE AND CONFIDENTIAL

September 09, 2021

SIVAROSHINI SIVAKUMAR

THANJAVUR

India .

Dear SIVAROSHINI SIVAKUMAR,

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a Trainee Associate Software Eng, in **Band 5** and **Level 1** with our organisation for a period of 6 months. The gross compensation will be **INR2,50,000/-** (Two Lakhs Fifty Thousand **rupees only**) per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/- (Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/- (Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis:

- Your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only)** per annum
- This salary change will be effective from the subsequent month after completion of 6 months from your date of joining

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination,

Contact Us:

T : +91 080 6750 1000

F : +91 080 6695 9943

E : investor.relations@mphasis.com

www.mphasis.com

Mphasis Limited

Registered Office:

Bagmane World Technology Centre,

Marathahalli Outer Ring Road, Doddanakundi Village,

Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294



innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct.

We look forward to you joining us on September 14, 2021 at Pune. The reporting time is **10:00 AM**. You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

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ANNEXURE - 1

Name	SIVAROSHINI SIVAKUMAR
Band	Band 5
Level	Level 1
Title	Trainee Associate Software Eng
Total Compensation / CTC	2,50,000
Band	Band 5
Level	Level 1
Salary Component	Amount (in Rs./Month)
Basic	8,333
House Rent Allowance	4,467
Leave Travel Allowance	NA
Special Allowance	2,083
Ex-Gratia / Bonus*	3,200
Total Fixed Cash	18,083
Variable Pay	1,042
Employee Provident Fund	1,250
Medicclaim Insurance Premium	458
Target Cost to Company	20,833
Target Cost to Company (per annum)	2,50,000

Note:



* As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as "Ex- Gratia".

** Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

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CIN: L3007KA1992PLC025294

ANNEXURE - 2

TERMS OF EMPLOYMENT

Your employment at Mphasis Limited. ("The Company") will be governed by the Company's policies as modified from time to time. Copy of the present policy will be made available to you on your joining the Company. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1) Hours of Work

- 1.1. A working day shall comprise of nine hours.
- 1.2. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 a year, subject to applicable laws. The shift timings may change from time to time which you would be notified of in advance.
- 1.3. At times you may be required to work beyond 8 working hours.
- 1.4. Employees at the client site shall follow the working hours as applicable at client site.

2) Place of Employment

- 2.1. During your employment with the company, you will be liable to be transferred or deputed to any of the offices, departments of the Company or its Associates, Subsidiaries or Group Companies, whether in India or abroad.
- 2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with the Company's policies prevalent at that time.

3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

4) Salary and Benefits

- 4.1. Mphasis reviews employee compensation periodically and you may be eligible for salary increase based on review. However, any salary increase shall be at Company's sole and absolute discretion which is dependent on Organization's as well as Individual performance.
- 4.2. In addition to salary, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.
- 4.3. The term 'financial year' denotes the period starting from 1st November to 31st of October of the following calendar year

5) Relocation

You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

6) Group Insurance, Provident Fund and Gratuity

- 6.1. From the month following the month of joining, the Company will provide you coverage under the following Policies at no cost to you up to the date of cessation of employment:
 - 6.1.1. Group Medclaim Policy (for all employees)

Contact Us:

T : +91 080 6750 1000

F : +91 080 6695 9943

E : investor.relations@mphasis.com

www.mphasis.com

Mphasis Limited

Registered Office:

Bagmane World Technology Centre,
Marathahalli Outer Ring Road, Doddanakundi Village,
Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294

6.1.2. Group Gratuity- scheme (all employees)

7) Leave Entitlement Policy

As per the Company's existing Leave policy you will be entitled to twenty four working days of Privilege leave annually which is calculated at 2 days' for every month of completed service. This is an earned leave and included any other form of casual or medical leave.

8) Termination

8.1. Your employment with the Company is subject to termination on:

8.1.1. Three month's prior notice by either side

8.2. The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

8.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR handbook. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you.

8.4. The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

8.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or

8.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or

8.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.

8.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you.

In the event of termination under Clause 8.4.2, you shall not be entitled to any benefits whatsoever.

9) Mode of Communication

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

10) Confidentiality

10.1. You agree at all times during the term of your employment and thereafter (without limit of time);

10.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and

10.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of the Company.

10.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion

or termination of any project or upon cessation of your employment with Mphasis IT Services.

- 10.2. For the purposes of Clause 10.1, “Confidential Information” means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.
- 10.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with the company.

11) Intellectual Property

- 11.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall belong to the Company absolutely.
- 11.2. You agree, at the Company’s expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment with Mphasis (including waiver of any such rights including author’s special rights under Section 57 of the Copyright Act 1957).

12) Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

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CIN: L3007KA1992PLC025294

- 12.1. You consent to the processing of your personal data in accordance with the Company data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 12.2. In particular, you expressly consent to:
 - 12.2.1. The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
 - 12.2.2. The transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 12.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to the Company by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.
- 12.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Company policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

13) Non-Compete

You will certify to maintain Customer exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by the Company to such client, either directly or indirectly with any of 'Mphasis' client or any third party exposed to you. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to Mphasis as damages.

14) Non Solicitation of Employees and Clients

You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:

- (A) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of the Company; or
- (B) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom Employee had dealings as an Employee of the Company for any purpose related in any manner to the business of the Company.

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- (C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.

15) Warranty

- 15.1. You warrant that your joining the Company will not violate any agreement to which you are or have been a party to.
- 15.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with the Company.
- 15.3. You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Mphasis.
- 15.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services

16) Indemnification

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

17) Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month of your 60th birthday.

18) General

- 18.1. This agreement contains the entire agreement between the employee and Mphasis, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure
- 18.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).
- 18.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.
- 18.4. Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

Acknowledgement and Acceptance of Appointment with Mphasis

I, _____ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on _____ (Date).

Signature : _____
Name : _____
Date : _____
Place : _____

Annexure - 3

At the time of joining Mphasis the following documents and information must be made available to us.

List of documents that need to be submitted at the time of joining, in order to complete your on boarding process.

SI.No	SI.No Documents
1	To process your salary - PAN card copy is mandatory, in case you do not have a PAN Card - apply for it online using the said URL https://tin.tin.nsdl.com/pan/index.html or apply on your day of joining at our helpdesk
2	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
3	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with marks sheets*
4	Your latest salary slips or salary certificate*
5	Experience proof - Relieving letter from previous employers (if previously employed) *. The relieving letter or resignation acceptance need to be submitted in original
6	Service certificate from present Employer
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable income with break up) till the last date of your employment with them along with PAN number if available.
8	5 Passport Size Photographs
9	Copy of passport (All sheets)
10	Copy of your updated resume
11	Joining kit duly filled in by you
12	Signed - Non Disclosure Agreement

- *Originals need to be submitted. These original certificates will be returned to you after due verification.
- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- Being an ISO certified company, it is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is mandatory for all Mphasis employees to possess a valid passport. Else, please apply for one. You are expected to have a valid passport within 60 days from the time you join Mphasis.
- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.
 - DOB and Name of Father, Mother, Spouse, Child/ Children
 - Educational details with the passing year
 - Your past experience details with the exact years and role played to be mentioned.
 - Blood Group
 - 1 Passport size photograph of all your dependent's
 - Your Citibank account number, if existing already.
 - Your PF account number with current employer
 - Your PAN number
 - Passport number, Place of issue, Date of issue, Validity: From and to date.

Digitally signed by DS MPHASIS LIMITED 1
Date: 2021.09.09 11:13:15 GMT
Reason: Authorised by Srikanth Karra
Location: Bangalore

Contact Us:

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F : +91 080 6695 9943
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CIN: L3007KA1992PLC025294



Offer letter

01st July 2021

Dear Sneha,

This has reference to the meeting you had with us. We are pleased to offer you the position of **Software Developer - Trainee** in our Organization.

You will have to accept the offer in writing by **05th July 2021**, beyond which the offer stands withdrawn.

The joining date is on or before **02nd August 2021**. If you do not join by the date the offer is withdrawn. A detailed appointment letter with the salary break-up will be provided when you join the company.

Welcome to ANB SYSTEMS and we wish you the very best for a long & fruitful tenure with us.

For ANB SYSTEMS PVT.LTD

N. Balakrishnan

Nirupama Balakrishnan
Director

ANB Systems Private Limited.

2nd Floor, Khivraj Complex Building-1, 480 Anna Salai, Nandanam, Chennai- 600035.
+91 44 4203 4156 www.anbsystems.com



Vi Microsystems Pvt. Ltd.,

#75, Electronics Estate, Perungudi, Chennai, Tamilnadu, India - 600 096.
Phone : 044 - 2496 0774, 2496 1842, 2496 1852, 2496 3142
E-Mail: sales@vimicrosystems.com | Website: www.vimicrosystems.com
GSTIN: 33AAACV0909J1ZJ | TIN : 33891580314 | PAN : AAACV0909J

VMS /AO/014/2021

Date: 03.09.2021

Appointment Order

TO

Mr.Vasantha Kumar.S

No:17, Thirumalapuram,

Mala street, Srivilliputtur, Virudhunagar Dt,

Mobile: +917871764250

Sub: Appointment Reg...

Dear Mr.VASANTHA KUMAR.S.

In sequel to the interview held on 01.09.2021 we pleased to select you for the post of " Production Engineer-"during the period of probation your pay is fixed at Rs.11000/- per month on consolidated basis and requested to join duty before 06.09.2021.With best wishes,

For *Vi Microsystems Pvt. Ltd.*,



HR – MANAGER



Welcome to Trioangle Minds Technologies Pvt Ltd

Inbox



Trioangle HR 31 Aug

to me, Vignesh, Gowshul, Ajith



Hi Mr. Viswanathan P,

Greetings from Trioangle!!!

I'd like to welcome you to **Trioangle Minds Technologies Private Limited**. We are excited that you have accepted our job offer and agreed to your start date (**31st August 2021**). I trust that this letter finds you mutually excited about your new employment with Trioangle Minds Technologies Private Limited.

As mentioned during the interview, while your new position reports to **Mr. Mathu Ajith Kumar - VP of Services**, I'd like to welcome you to the **Consultant - Business Analyst** on behalf of all of the staff. Your employment confirmation will be executed after a successful 6-month probationary period completion.

Each of us will play a role to ensure your successful integration into the department.

We're expecting you for **New Employee Orientation on 31st August 2021 (Tuesday)**. You will meet with me to discuss your successful integration into our company and with the Human Resources staff to learn about employment-related issues. You'll also meet with several co-workers so you can get a feel for the overall work of the department. **Our Dress Code is Business Casual**.

I anticipate that your second day will involve more co-worker meetings to understand the department. You'll also have the opportunity to continue with your new employee orientation plan and your initial work for the department.

Again, welcome to the team. If you have any questions prior to company policies find the attachments for further.

Please fill the form which is mandatory for profile creation.

https://docs.google.com/forms/d/e/1FAIpQLSe_Uwzw9clSnkA2fsiAXNaIM76Ttl_wJz6iavTjFgFydnDMnA/viewform?usp=sf_link



LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. C. SANKAR GANESH

Dear Mr.

OFFER LETTER

With reference to your application and subsequent interviews with us on _____. We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs.12500/- (Rupees _____ only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees Provident Fund Contribution and 0.75% of Employees State Insurance Contribution on your stipend. The Company will also contribute the Management Contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulations of the company.
6. You are liable to be transferred to any other department of the company/ Associate Companies, anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee, and you will cease to be with us on completion of the training period.

...2...

*Receive the original
C. Ganesh*

ADMN. OFFICE AND WORKS : Arasur 641 407. Coimbatore District, India.
Phone : 0422 3073500 Fax : 0422 2360469
E-mail : lptmktg@vsnl.in Web : www.lptindia.com
Registered Office : 34A, Kamaraj Road, Coimbatore - 641 018. India
GSTIN : 33AAACL3522H1ZZ CIN : U28939TZ1966PLC000559





LAKSHMI PRECISION TOOLS LIMITED

Ref : LPT/HR/TRAINEE/

Date : 30.01.2021

Mr. M. ARUN KUMAR

Dear Mr.

OFFER LETTER

With reference to your application and subsequent interviews with us on _____. We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. ~~12500/-~~ (Rupees _____ only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees Provident Fund Contribution and 0.75% of Employees State Insurance Contribution on your stipend. The Company will also contribute the Management Contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulations of the company.
6. You are liable to be transferred to any other department of the company/ Associate Companies, anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee, and you will cease to be with us on completion of the training period.

...2...

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GSTIN : 33AAACL3522H1ZZ CIN : U28939TZ1966PLC000559





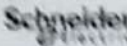


ISO 9001 : 2015
AS-ANZ Accreditation No. : 0460231002

SHREE ABIRAMI ENGINEERING WORKS

Office : Plot No. 56, Arunachalam Main Road,
Ambal Nagar, Porur, Chennai - 600 116.

Phone : 044-24825906 / 24827256 / 24827769 Telefax : 044-2482 7572
www.abiramiengg.com e-mail : saew92@gmail.com

Repairing & Overhauling of Power Transformers and Hydro Generators / Electrical Super A grade Contractors.
Manufacturers up to 400kv Power Transformers/Power Transformers on Rental/NABL accredited Transformer Oil Testing Lab/
Impulse test upto 2400 KV

Authorized service representatives for    **ABB** Transformers

SAEW/HR/OFFER/G-071/2021-22

11.03.2021

To
MR. SANTHOSH PAUL P
VIRUDHUNAGAR

Recruitment of Graduate Engineer Trainee

Dear **SANTHOSH PAUL P,**

With reference to your application dated 11.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

You should be prepared to take up any kind of related works that the management assigns you as and when necessary. You should work two years from the day of your appointment, you will have a notice period of one month & if you resign within two years then, one month salary will be deducted.

You should strictly adhere to the rules and regulations & discipline of the company. During your tenure, you wish to resign or the management decides that your services are not required any more.

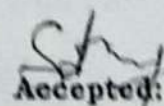
However, if for any reason due to any acts of misconducts or due to any other inevitable circumstances, the management reserves the right to terminate your services forthwith without assigning any reason or notice or any compensation in lieu of.

Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**




Accepted:



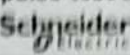


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IAS-ANZ Accreditation No : M443931810

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Repairing & Overhauling of Power Transformers and Hydro Generators / Electrical Super A grade Contractors.
Manufacturers up to 400kv Power Transformers/Power Transformers on Rental/NABL accredited Transformer Oil Testing Lab/
Impulse test upto 2400 KV

Authorized service representatives for    Transformers

BAEW/HR/OFFER/G-074/2021-22

11.03.2021

To
**MR. MARI GANESH M
SIVAKASI**

Recruitment of Graduate Engineer Trainee

Dear **MARI GANESH M,**

With reference to your application dated 11.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

You should be prepared to take up any kind of related works that the management assigns you as and when necessary. You should work two years from the day of your appointment, you will have a notice period of one month & if you resign within two years then, one month salary will be deducted.

You should strictly adhere to the rules and regulations & discipline of the company. During your tenure, you wish to resign or the management decides that your services are not required any more.

However, if for any reason due to any acts of misconducts or due to any other inevitable circumstances, the management reserves the right to terminate your services forthwith without assigning any reason or notice or any compensation in lieu of.

Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

B.V. Prasad



N. Mari Ganesh.

Accepted:



ISO 9001 : 2015
JAS-ANZ Accreditation No : M4430310IC

SHREE ABIRAMI ENGINEERING WORKS

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Impulse test upto 2400 KV

Authorized service representatives for      Transformers

SAEW/HR/OFFER/G-072/2021-22

11.03.2021

To
MR. PALANI SANKAR S
VIRUDHUNAGAR

Recruitment of Graduate Engineer Trainee

Dear **PALANI SANKAR S,**

With reference to your application dated 11.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

You should be prepared to take up any kind of related works that the management assigns you as and when necessary. You should work two years from the day of your appointment, you will have a notice period of one month & if you resign within two years then, one month salary will be deducted.

You should strictly adhere to the rules and regulations & discipline of the company. During your tenure, you wish to resign or the management decides that your services are not required any more.

However, if for any reason due to any acts of misconducts or due to any other inevitable circumstances, the management reserves the right to terminate your services forthwith without assigning any reason or notice or any compensation in lieu of.

Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

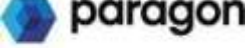
Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

R. V. Mungai



[Signature]
Accepted:

Annexure A

		
Compensation Structure		
Name	:	Venkat Mariyammal K
Designation	:	Process Executive
	Monthly (Rs)	Annual (Rs)
A <u>Salary - Components</u>		
Basic Salary	9,900.00	118,800.00
Statutory Bonus	825.00	9,900.00
HRA	3,275.00	39,300.00
Special Allowance	-	-
Sub Total A	14,000.00	168,000.00
B <u>Retirals & Benefits</u>		
EPF - Employer's Contribution	1,287.00	15,444.00
ESI - Employer's Contribution	455.00	5,460.00
Gratuity	483.00	5,800.00
Group Health Insurance	-	-
Group Term Life Insurance	42.00	500.00
Sub Total B	2,267.00	27,204.00
Take Home Break-up		
Gross Salary	14,000.00	
Deductions		
EPF - Employee Contribution	1,287.00	
ESI - Employee Contribution	105.00	
Net pay without TDS	12,608.00	
C <u>Variable Pay</u>		
Shift Allowance*	4,000.00	48,000.00
Food Allowance*	700.00	8,400.00
Based on the Annual Performance Review scores	-	-
Sub Total C	4,700.00	56,400.00
Cost to Company (A+B+C)	20,967.00	251,604.00

- Employee will be eligible for food and shift allowances according the Allowance policy of Paragon*
- Employee will be eligible for Bonus according the policy of Paragon
- Coverage of Insurance will also be applicable according the Employee Benefit policy of Paragon
- The above compensation is subject to complying with the requirements of company policy and law applicable from time to time.
- Company reserves the right to modify/amend the structure in part or full without any notice or assigning any reasons.
- Tax deductions applicable according to the state/central Act

For PARAGON DIGITAL SERVICES PVT LTD

Savitha Nair
Sr Vice President-Human Resources

I acknowledge and accept the terms & conditions mentioned in the offer.

Arun Sathish Kumar M



INTIMATION LETTER

TO,
MR/MS. VIJAYA BABU

We are happy to issue the selection of intimation letter. We would appoint you as BDO (Business Development officer) and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

It includes documentation process, for that you have to submit below mentioned documents as xerox with self signed,

- * 10th,12th,UG/PG Mark-sheets
- * Aadhar card
- * Pancard
- * Bank passbook
- * Passport size photo
- * In order to work in insurance industry initial step would be clearance of IRDAI EXAM fee of 600/-to pay.

A handwritten signature in purple ink is positioned to the left of a circular purple stamp. The stamp contains the text 'SURETI INSURANCE MARKETING (P) LTD' around the perimeter and 'CBE-08' in the center.

BRANCH INCHARGE
SURETI IMF PVT LTD
COIMBATORE
PH:9751583188





ISO 9001 : 2015
JAS-ANZ Accreditation No : M44303101C

SHREE ABIRAMI ENGINEERING WORKS

Office : Plot No. 56, Arunachalam Main Road,
Ambal Nagar, Porur, Chennai - 600 116.

Phone : 044-24825906 / 24827256 / 24827769 Telefax : 044-2482 7572
www.abiramiengg.com e-mail : saew92@gmail.com

Repairing & Overhauling of Power Transformers and Hydro Generators / Electrical Super A grade Contractors.
Manufacturers up to 400kv Power Transformers/Power Transformers on Rental/NABL accredited Transformer Oil Testing Lab/

Impulse test upto 2400 KV

Authorized service representatives for Schneider Electric GE EMCO  ABB Transformers

SAEW/HR/OFFER/G-075/2021-22

11.03.2021

To
MR. DHANASEKAR S
SIVAKASI

Recruitment of Graduate Engineer Trainee

Dear **DHANASEKAR S,**

With reference to your application dated 11.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

You should be prepared to take up any kind of related works that the management assigns you as and when necessary. You should work two years from the day of your appointment, you will have a notice period of one month & if you resign within two years then, one month salary will be deducted.

You should strictly adhere to the rules and regulations & discipline of the company. During your tenure, you wish to resign or the management decides that your services are not required any more.

However, if for any reason due to any acts of misconducts or due to any other inevitable circumstances, the management reserves the right to terminate your services forthwith without assigning any reason or notice or any compensation in lieu of.

Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

B.V. Prasad



S. Prasad
Accepted:



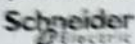



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SAEW/HR/OFFER/G-070/2021-22

11.03.2021

To
MS. ESTHER JEMIMA J
SIVAKASI

Recruitment of Graduate Engineer Trainee

Dear **ESTHER JEMIMA J,**

With reference to your application dated 11.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

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Thanking you,

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B.V. [Signature]



Accepted: *ESTHER JEMIMA J*



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SAEW/HR/OFFER/G-075/2021-22

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B.V. Prasad



S. Prasad
Accepted:



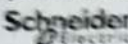



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Accepted: *ESTHER JEMIMA J*